



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028

Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Regular Meeting

ON-SITE

MONDAY, JUNE 10, 2024 - 7:00 PM

In addition, we try to provide access to the meeting virtually:

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/82544303962>

ZOOM PASSWORD: june

Or One tap Mobile: US: +12532050468,,82544303962#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 825 4430 3962

ZOOM PASSWORD: june

SIGN UP FOR VIRTUAL PUBLIC COMMENT HERE: www.kenmorewa.gov/virtualpubliccomment

If you have technical difficulties accessing the meeting virtually, please contact the Deputy City Clerk at

mkang@kenmorewa.gov.

Technical Difficulties - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

Land Acknowledgement to Honor First Peoples

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

- I. CALL REGULAR MEETING TO ORDER - 7:00 PM**
- II. ROLL CALL**
- III. LAND ACKNOWLEDGEMENT**
- IV. FLAG SALUTE**
- V. AGENDA APPROVAL**
- VI. WHERE'S THE FUN?**
- VII. PUBLIC COMMENTS**

Welcome to the Council's meeting. Please address your comments to the Mayor and Council. You'll have three minutes to speak. If there are more than 20 speakers, time will be reduced to two minutes per speaker. The Clerk will call your name when it's your turn. The Presiding Officer may choose to alternate between in-person and online comments. Please state your name and city of residence and keep

within the allotted time. To make every person feel welcome and safe here; please refrain from booing, clapping, heckling, yelling, or other interruptions. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

VIRTUAL PUBLIC COMMENT PRE-REGISTRATION PROCESS: To provide public comments virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at awarhol@kenmorewa.gov.

VIII. CONSENT AGENDA

APPROVED BY UNANIMOUS CONSENT

- A. Approve the City Council Regular Meeting Minutes from Monday, May 20, 2024.
[City Council Regular Meeting Minutes May 20, 2024](#)
- B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 05/3/2024 in the amount totaling \$277,834.46, and ACH Payment #s 1606 through 1610 totaling \$36,035.30.
[Voucher Certification and Approval 4/27/2024 through 5/10/2024](#)
- C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 5/17/2024 in the amount totaling \$278,289.54, and ACH Payment # 1611 totaling \$17,575.59, and Printed Paycheck #10259 totaling \$235.24.
[Voucher Certification and Approval 5/11/2024 through 5/24/2024](#)
- D. Authorize the City Manager to execute a contract with Parametrix in the amount of \$1,190,200 (includes 10% contingency) for design services for the NE 192nd Sidewalk and Culvert Replacement Project.
[Agenda Bill - Contract with Parametrix](#)
- E. Authorize the City Manager to execute Amendment No. 2 to Contract No. 23-C2929 with Cascadia College for Catch-Up Learning to adjust scope of work and service period, and to increase the value of the contract to \$100,000.
[Agenda Bill - Amendment No. 2 for Contract No. 23-C2929](#)
[Attachment 1 - Contract No. 23-C2929](#)
[Attachment 2 - Amendment No. 1 to Contract No. 23-C2929](#)
[Attachment 3 - Proposed Amendment No. 2 to Contract No. 23-C2929](#)
- F. Authorize the City Manager to execute Contract No. 24-C3034 to expend grant funds not to exceed \$89,200 for consulting services to develop an Urban Forestry Management Plan.

[Agenda Bill - Contract No. 24-C3034](#)

- G. Authorize the City Manager to execute Contract No. 24-C3035 to expend grant funds not to exceed \$110,000 for consulting services to develop an Electric Vehicle Infrastructure Plan.

[Agenda Bill - Contract No. 24-C3035](#)

IX. PRESENTATION

- A. Recognizing outgoing Management Analyst Janet Quinn for exemplary service to the City.

RECOGNIZED

X. BUSINESS AGENDA

- A. 61st Ave NE Sidewalk Replacement Project Preliminary 30% Design Update, presented by Engineering Director John Vicente, Senior Civil Engineer Kent Vaughan, KPFF Engineer Nathan Anderson, and Consulting Arborist/Urban Forester Elizabeth Walker, *for discussion and approval*

APPROVED

[Agenda Bill - 61st Sidewalk Replacement Project](#)

[Attachment 1 - Preliminary 30% Design Roll Plot \(Updated 6/3\)](#)

[Attachment 2 - Project Cost Summary \(30% Design\)](#)

[Presentation - 61st Ave NE Sidewalk Replacement Project Phase 1 - 30% Design Overview](#)

XI. STAFF REPORTS

- A. Business Registration Program Update, presented by Deputy City Manager Stephanie Lucash and Administrative Specialist/Public Records Officer Teresa McAllister

REPORTED

[Presentation - Business Registration Program Update](#)

- B. Special Projects Program Update, presented by Assistant to the City Manager Garrett Oppenheim and Management Analyst Janet Quinn

REPORTED

[Presentation - Special Projects Program Update](#)

XII. COUNCILMEMBER REPORTS & COMMENTS

XIII. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, June 17, 2024 at 6:15 PM - City Council Special and Regular Meeting
- Monday, June 24, 2024 at 7:00 PM - City Council Regular Meeting
- Monday, July 8, 2024 at 7:00 PM - City Council Regular Meeting
- Monday, July 15, 2024 at 7:00 PM - City Council Regular Meeting
- Monday, July 22, 2024 at 7:00 PM - City Council Regular Meeting
- August - Council Recess

NOTICE OF POTENTIAL QUORUMS

[Click here for information about Potential Quorums of the City Council.](#) Now found on the City website under City Council Meetings.

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, May 20, 2024**

These minutes are created to capture Council action. This is not a verbatim transcript.
Meeting video and audio is available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Communication and Tourism Manager Lauren Chomiak (Co-Clerk)
Community Development Director Debbie Bent
Principal Planner Todd Hall
Kenmore Police Chief Brandon Moen

Speaking Guests: Sheri Baker, Kenmore Waterfront Activities Center
Karol Osusky’s daughter, Eva Osusky Croasdale
Maureen Colaizzi, former Parks Project Manager

Public Comments Speaking Guests:
Patrick O’Brien, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Jim Myers, Kenmore Resident
Tracy Banaszynski, Kenmore Resident

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:00 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATIONS

- A. Mayor Herbig proclaimed May 15 as Peace Officers Memorial Day. This proclamation was accepted by Kenmore Police Chief Brandon Moen.

[Peace Officers Memorial Day - May 15, 2024](#)

- B. Mayor Herbig proclaimed May 18 as Kids to Parks Day.

[Kids to Parks Day - May 18 2024](#)

- C. Mayor Herbig proclaimed June 2024 as Pride Month in the City.

[Pride Month - June 2024](#)

- D. Mayor Herbig proclaimed June 7, 2024 as National Gun Violence Awareness Day.

[National Gun Violence Awareness Day - June 7, 2024](#)

WHERE'S THE FUN?

City Manager Rob Karlinsey introduced guest Sheri Baker. Ms. Baker highlighted the recent Kenmore Waterfront Activity Fair hosted by the Kenmore Waterfront Activities Center (KWAC). In addition, Ms. Baker highlighted the dedication honoring Coach Karol Osusky. Osusky's daughter, Eva Osusky Croasdale was present.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here: <https://www.youtube.com/live/xL4Y-ffUHaI?si=DV0zZAmqByaqsyQU&t=1087>

CONSENT AGENDA

- A. Approve the City Council Regular Meeting Minutes from Monday, April 16, 2024.

[City Council Regular Meeting Minutes from April 15, 2024](#)

- B. Approve the City Council Regular Meeting Minutes from Monday, April 22, 2024.

[City Council Regular Meeting Minutes from April 22, 2024 \(Added 5/17\)](#)

- C. Approve the City Council Special Meeting Minutes from Monday, May 6, 2024.

[City Council Special Meeting Minutes from May 6, 2024 \(Added 5/16\)](#)

- D. Adopt Ordinance No. 24-0610, repealing the 2021 International Wildland-Urban Interface Code.

[Agenda Bill - Proposed Ordinance No. 24-0610](#)

[Attachment 1 - Proposed Ordinance No. 24-0610](#)

[Attachment 2 - Exhibit A to Proposed Ordinance No. 24-0610](#)

[Attachment 3 - Ordinance No. 24-0602](#)

- E. Authorize the City Manager to execute Contract No. 24-C3028 with Always Active Services, LLC for an amount up to \$813,915.85, which includes 10% construction contingency, for the 68th/Simonds restriping and NE 170th Sidewalk Improvements project.

[Agenda Bill - Contract No. 24-C3028](#)

- F. Authorize the City Manager to execute Interlocal Agreement 24-C3062 with Washington State Department of Transportation to share costs and coordinate a joint grant application for funds to replace fish passage barrier culverts on Tributary 0056 using the City's current on-call water engineering consultant and authorize the City Manager to increase existing on-call Agreement 19-C2012 by \$200,000.

[Agenda Bill - Interlocal Agreement 24-C3062](#)

MOTION: Councilmember Culver moved to approve the consent agenda items A-F outlined above. Councilmember Marshall seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PRESENTATIONS

Introduction of New Employees: City Directors introduced Senior Permit Coordinator Andy Torres, Accountant Julie Yinger, and Project Manager Chuck Worek.

Recognition of Parks Project Manager Maureen Colaizzi: Community Development Director Debbie Bent highlighted the exceptional service of outgoing Parks Project Manager Maureen Colaizzi.

Demonstration of Kenmore Business Directory: Deputy City Manager Stephanie Lucash, Communications and Tourism Manager Lauren Chomiak, and Management Analyst Janet Quinn provided a demonstration of the Kenmore Business Directory which is found at <https://www.findkenmore.org/>.

BUSINESS AGENDA

- A. Comprehensive Plan Economic Development Element, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *follow up discussion and review*
[Agenda Bill - Economic Development Element](#)
[Exhibit A - Revised Draft of Economic Development Element](#)

Ms. Bent and Mr. Hall revisited the recommendations made by the City Council following the March 18 joint Council/Planning Commission meeting. The suggestions and staff responses are captured in the agenda bill. The Council had no additional substantive edits.

- B. Northshore School District Comprehensive Plan Amendment and Rezone, presented by Community Development Director Debbie Bent and Principal Todd Hall, *for discussion and review only*
[Agenda Bill - NSD Comprehensive Plan Amendment and Rezone](#)
[Attachment 1 - Staff Report](#)
[Presentation - NSD Comprehensive Plan Amendment and Rezone](#)

Principal Planner Hall discussed a Comprehensive Plan Amendment and Rezone proposed by the Northshore School District (NSD). The proposal seeks to amend Kenmore's Comprehensive Land Use Map from Low Density Residential to Public/Private Facilities and rezone the City's Zoning Map from R4 Residential to Public/Semi-Public for a newly acquired property at 15226 Simonds Road NE. This 0.74-acre property, previously a private single-family residence, is adjacent to Inglemoor High School and is slated for inclusion in a future phased modernization project. Classified as a Type 5 (Council not Hearing Examiner) land use decision. The Planning Commission held a public hearing on the matter and offered a recommendation on April 2, 2024. The City Council must review the proposal and take action by December 31, 2024, as part of the Comprehensive Plan amendments identified in the Planning Commission's 2024 Work Plan Docket.

- C. Potential 2024 Ballot Measures to Address Operational Funding Needs: Metropolitan Park District (MPD) Ballot Measure for Parks Maintenance or a Public Safety Levy-Lid Lift Ballot Measure for Police Costs, presented by Deputy City Manager Stephanie Lucash, Finance & Administration Director Melinda Merrell, Community Development Director Debbie Bent, and Public Works Operations Director Jennifer Gordon, *for discussion and direction*
[Agenda Bill - Ballot Measure Options \(Added 5/17\)](#)

[Attachment 1 - 2019-2030 Public Works Parks & Facilities Maintenance Expenses Graph \(Added 5/17\)](#)
[Attachment 2 - 2019-2030 Public Safety Contract Costs Graph \(Added 5/17\)](#)
[Presentation - Funding Strategies \(Added 5/20\)](#)

City staff presented options to address Kenmore's operational funding needs through potential ballot measures, with the urgency stemming from the need for long-term financial stability. Staff recommendations were informed by the findings and suggestions of the Financial Sustainability Task Force, mobilized in January 2024. The goal of the presentation was to provide the Council with information to help them decide whether to pursue a ballot measure in 2024. Staff recommended either an MPD levy or a public safety tax levy if there was strong councilmanic support. Without strong Council support, staff suggested using one-time fund balance to sustain costs temporarily. The following specific ballot options were discussed:

1. **MPD and Park Levy:** Based on Attachment #1 (Council packet), staff recommended following the FSPTF recommendation for forming an MPD but increasing the initial levy to 20 cents. If the MPD were formed, there would be the potential for implementing a second higher levy for new park facilities, which would be implemented no sooner than 2027, only if all the elements for a park proposal on Lakepointe came together.
2. **Police and Public Safety Levy Lid Lift:** Based on Attachment #2 (Council packet), staff recommended following the FSPTF proposals for a six-year levy lid lift at 16 cents for police and public safety.

Individual Councilmembers expressed varying interests in both options. Hearing no consensus on the matter, a motion to end the discussion was made. City staff were given no direction to proceed at this time.

MOTION: Jon Culver moved to set aside the conversation for the time being. Councilmember Srebnik seconded.
VOTE: 5 Yes – Culver, Loutsis, Srebnik, Sasson, Herbig;
 2 No – Marshall, O’Cain; 0 Abstain. **MOTION CARRIED.**

STAFF REPORTS

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:34 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk



Voucher Certification and Approval

City of Kenmore

DATE RANGE: 4/27/2024 through 5/10/2024

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total ACH Payments #1606-1610:	36,035.30
Total Checks #54295 through 54374:	455,071.26
Total Payroll Electronic Deposits: Payroll/Taxes/FSA/HSA/Retirement, Dated 5/3/2024	277,834.46

Rob Karlinsey
Rob Karlinsey (May 31, 2024 10:36 PDT)

May 31, 2024

City Manager / Date

Melinda Merrell
Melinda Merrell (May 14, 2024 10:57 PDT)

May 14, 2024

Finance & Administration Director / Date

Vendor Name	Payment Number	Payment Date	Description	Amount
AMERICAN TRAFFIC SOLUTIONS INC	1606	05/10/2024	Apr 2024 KAPE Program	15,000.00
CENTER FOR HUMAN SERVICES	1607	05/10/2024	Q1 2024 Behavioral Health Clinic Support	1,440.00
ELECTRONIC BUSINESS MACHINES	1608	05/10/2024	Apr 2024 2nd Floor Printer Overage	253.61
KBA INC.	1609	05/10/2024	3/31-4/27/24 Consulting Services	459.20
THOMCO CONSTRUCTION, INC.	1610	05/10/2024	Final Payment T41 Juanita Dr NE 20-C2144	18,882.49
AMERICAN GENERAL LIFE GPO/400S	54295	05/03/2024	Life Insurance	220.33
Motorola Solutions, Inc.	54296	05/10/2024	(6) Emergency Radio accessories	330.60
1 ALLIANCE GEOMATICS	54297	05/10/2024	Q1 2024 Log Boom Pier Survey	19,838.55
A & A LIMOUSINE & BUS SERVICE	54298	05/10/2024	Earth Day Event Shuttle	672.00
AM TEST, INC	54299	05/10/2024	Apr 2024 Swamp Creek TMDL	240.00
AMBER CLIFTON	54300	05/10/2024	Mileage & Parking Reimbursement DigiMarCon Conf.	70.75
AMERICALL	54301	05/10/2024	Apr 2024 After Hours Call Out Service	160.66
ANDRES TORRES	54302	05/10/2024	Per Diem and Mileage for WSAPT Conf Leavenworth	249.90
BRIGHT SPARK EARLY LEARNING SERVICES	54303	05/10/2024	Q1 2024 Human Services Contribution	300.00
CALPORTLAND COMPANY	54304	05/10/2024	Gravel to Reinforce Rd Edge on 175th & Quarry Spalls Cozy Inn Site Stabilization	931.98
CASCADE PEST CONTROL	54305	05/10/2024	Apr & May 2024 Rhododendron Park Pest Control	335.00
CITY OF BELLEVUE	54306	05/10/2024	Q1 2024 Human Svcs Pool, 2024 Admin Fee	14,708.50
CONFLUENCE ENVIRONMENTAL COMPANY	54307	05/10/2024	Q1 2024 Tl'awh-ah-dees Park Monitoring	1,085.00
CORE DESIGN, INC.	54308	05/10/2024	6532 NE Bothell Way Boundary Line Adjustments	4,508.51
DAHLIA CORONA	54309	05/10/2024	Nurturing Trust Workshops Refreshments Reimburse.	445.07

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...

Vendor Name	Payment Number	Payment Date	Description	Amount
DEPARTMENT OF COMMERCE	54310	05/10/2024	2024 Annual Loan Pmt Culvert Repair	105,918.27
DTG RECYCLE	54311	05/10/2024	Mulch Delivery for Rhododendron Park	1,398.72
FIRE PROTECTION, INC	54312	05/10/2024	Hangar Fire Alarm Annual Inspection/Testing	1,630.00
GAYLYNN BRIEN	54313	05/10/2024	Feb 2024 Sales Tax Data Conversion Svc	60.00
GORDON THOMAS HONEYWELL	54314	05/10/2024	Apr 2024 General Consulting Svcs	4,515.00
GRAINGER	54315	05/10/2024	Meter Key for Juanita Irrigation	58.87
HDR ENGINEERING, INC	54316	05/10/2024	Feb 25-Mar 30 2024 T41 Juanita Drive NE Project	2,904.88
HEALTH MANAGEMENT ASSOCIATES INC	54317	05/10/2024	Mar 2024 Human Services Needs Assessment	15,228.75
HERRERA ENVIRONMENTAL CONSULTANTS	54318	05/10/2024	Mar 18-29 2024 Consulting Services	1,116.06
HOME DEPOT CREDIT SERVICES	54319	05/10/2024	Tools for Volunteers	594.50
HONEY BUCKET	54320	05/10/2024	Monthly PW Yard Honey Bucket	167.75
INSLEE, BEST, DOEZIE & RYDER, P.S.	54321	05/10/2024	Mar 2024 Legal Services	39,788.52
JAYMARC AV	54322	05/10/2024	Hangar AV Troubleshooting	1,128.17
JOHN VICENTE	54323	05/10/2024	Mileage Reimbursement for Council Retreat	156.78
KENMORE ELEMENTARY PTA	54324	05/10/2024	Q1 2024 Social Services Support	1,250.00
KENMORE SENIOR CENTER	54325	05/10/2024	Q1 2024 Senior Center Support	7,812.50
KING COUNTY BAR ASSOCIATION	54326	05/10/2024	Q1 2024 Neighborhood Legal Clinics Support	200.00
KING COUNTY FINANCE	54327	05/10/2024	Apr 2024 DPD Small Cities Screening	80.00
LANGTON SPIETH, LLC	54328	05/10/2024	Apr 2024 Consulting Services	4,000.00
LUPITA ZAMORA CONSULTING LLC	54329	05/10/2024	Nurturing Trust Workshop services	1,200.00
MARY MILLER STEPHENS	54330	05/10/2024	Mar & Apr 2024 Public Defense Screening Services	2,500.00
MELINDA MERRELL	54331	05/10/2024	Council Retreat Mileage, SHRM Chicago Conf. Airfar	811.90
MINUTEMAN PRESS	54332	05/10/2024	LWYL Funding Strategies Timeline poster	208.47
MKS PROPERTIES	54333	05/10/2024	Deposit Refund PRJ17-0110/ENG17-0966	20,137.00
NAMI EASTSIDE	54334	05/10/2024	Q1 2024 Support & Education; Ind/ Family/Community & Youth Mental Health	1,875.00
NARWHAL MET, LLC	54335	05/10/2024	May 2024 Weather Monitoring Services	425.00
NATIONAL BARRICADE CO., LLC	54336	05/10/2024	Arrowboard Rental for Streets Work	325.53
NORTHSHORE SCHOOL DISTRICT	54337	05/10/2024	3/13/2024 LYWL Community Engagement Event	171.50
NORTHSHORE SCHOOLS FOUNDATION	54338	05/10/2024	Q1 2024 Removing Barriers Support	750.00
NORTHSHORE SENIOR CENTER	54339	05/10/2024	Q1 2024 Senior Center & Adult Day Health Center Support	4,062.50
NORTHSHORE UTILITY DIST	54340	05/10/2024	Apr 2024 Fuel, Fleet & Maintenance	8,903.20
OFFICE DEPOT	54341	05/10/2024	Office Depot Misc. Office Supplies	68.50
OFFICE DEPOT	54342	05/10/2024	Office Depot Misc. Office Supplies	123.41
OFFICE DEPOT	54343	05/10/2024	Office Depot Misc. Office Supplies	37.54
O'REILLY/FIRST CALL	54344	05/10/2024	Fleet Supplies - Streets	57.28
OUTCOMES BY LEVY, LLC	54345	05/10/2024	Apr 2024 Targeting Consulting Kenmore Fish & EV	3,100.00
PACIFIC TOPSOILS	54346	05/10/2024	Material Disposal	595.40
PENDLETON CONSULTING LLC	54347	05/10/2024	April 26&27 2024 Council Retreat Consult. Svcs	6,827.78
PERFORMANCE SYSTEMS INTEGRATION LLC	54348	05/10/2024	City Hall Fire Extinguisher Inspection & Cert.	390.12

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...

Vendor Name	Payment Number	Payment Date	Description	Amount
PSR MECHANICAL, LLC	54349	05/10/2024	Q1 2024 Sr. Center HVAC Maintenance Program	644.68
PUGET SOUND ENERGY	54350	05/10/2024	City Hall Electricity, Streetlights	3,146.30
RAJESH MASKARA	54351	05/10/2024	Replace lost Chk #54028, Deposit Refund	250.00
REPUBLIC SERVICES #172	54352	05/10/2024	Apr 2024 City Hall, PW Shop, & Rhododendron Park Solid Waste	1,682.65
RRJ COMPANY, LLC	54353	05/10/2024	2023 Pavement Overlay/Sidewalk Repair Consult. Svc	123,682.48
SAMANTHA LOYUK	54354	05/10/2024	Mileage Reimbursement for Council Retreat	146.06
SEATTLE TIMES	54355	05/10/2024	Apr 2024 Ads & Notices	2,283.50
SHRED IT, C/O STERICYCLE, INC>	54356	05/10/2024	Apr 2024 Shred Pickup	114.33
SISKUN POWER EQUIPMENT	54357	05/10/2024	Surface Water Materials	188.98
STAPLES	54358	05/10/2024	Maintenance Supplies - Parks	462.59
STAPLES	54359	05/10/2024	Urinal Screens - City Hall & Hangar	107.75
STAPLES	54360	05/10/2024	Filing Cabinet for Legal Files	991.79
STAPLES	54361	05/10/2024	Maintenance Supplies- City Hall & Hangar	204.56
STOWE DEVELOPMENT & STRATEGIES LLC	54362	05/10/2024	Apr 2024 General Consulting	3,675.00
STRATEGIES 360, INC.	54363	05/10/2024	Apr 2024 Federal Lobbyist	5,416.67
T MOBILE USA, INC.	54364	05/10/2024	Staff Cell Phones and Data Plans	2,103.05
VERIZON WIRELESS	54365	05/10/2024	Staff Cell Phones & Data Plans	80.06
WA STATE DEPT OF TRANSPORTATION	54366	05/10/2024	Mar 2024 Red Light Camera Agreement	799.12
WESTLAKE HARDWARE WA-153	54367	05/10/2024	Public Works Supplies & Equipment	466.12
WM CORPORATE SERVICES INC.	54368	05/10/2024	4/24/2024 Sweeper Dump Fees	2,465.45
WONDERLAND CHILD & FAMILY SERVICES	54369	05/10/2024	Q1 2024 The Next Level Early Support	500.00
ZEN DEVELOPMENT, LLC	54370	05/10/2024	Deposit Refund PRJ17-0110/ENG17-0966	11,266.50
ZIPLY FIBER	54371	05/10/2024	4/19-5/18/24 PW Office Internet	172.98
ZUMAR	54372	05/10/2024	Critical Area/NGPA Signs for stock	1,989.99
BRASS MONKEY INVESTMENTS LLC	54373	05/10/2024	Replace #47005 Overpmt BLD20-0170	54.90
BRASS MONKEY INVESTMENTS LLC	54374	05/10/2024	Replace #52632 Dep Refund PRJ17-0068/ENG19-0552	7,500.00
MISSION SQUARE / 109964	DFT00019 72-74	05/03/2024	City of Kenmore 401a & 401a Loans	27,843.54
MISSION SQUARE 457 / 304745	DFT00019 75-78	05/03/2024	Mission Square 457 Deferred Comp	6,902.11
DRS 457	DFT00019 79-82	05/03/2024	DRS 457 Deferred Comp	516.50
AVIDIA HEALTH	DFT00019 83	05/03/2024	Employee HSA Contribution	348.08
DEPARTMENT OF RETIREMENT SYSTEMS	DFT00019 84-93	05/03/2024	Public Employees Retirement	37,849.17
NAVIA	DFT00019 94	05/03/2024	Employee FSA	954.92
BANK OF AMERICA 941	DFT00019 95	05/03/2024	Federal Taxes	29,651.31
PAYROLL	EFT	5/10/2024	Direct Deposit	173,768.83
				768,941.02

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...



Vendor Purchasing Report

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City of Kenmore

1/1/2024 through 5/10/2024

Name	Amount
1 ALLIANCE GEOMATICS	19,838.55
58 STARS TRAVEL	2,088.36
A & A LIMOUSINE & BUS SERVICE	672.00
AABCO BARRICADE COMPANY INC.	352.37
ACF WEST INC	1,597.28
AFLAC	782.86
AGORA REFRESHMENTS	716.33
ALL AROUND FENCE COMPANY	8,719.92
ALPHAGRAPHS	741.99
ALWAYS ACTIVE SERVICES LLC	57,417.22
ALYSSA MONTGOMERY	150.00
AM TEST, INC	990.00
AMBER CLIFTON	2,260.36
AMERICALL	828.05
AMERICAN GENERAL LIFE GPO/400S	1,101.65
AMERICAN SOCIETY OF COMPOSERS	500.00
AMERICAN TRAFFIC SOLUTIONS INC	60,000.00
AMY LINDBLOM	150.00
AMY ZIER	137.60
ANDRES TORRES	249.90
ANNA ARNOTT	215.06
APPLIED CONCEPTS, INC.	1,845.85
ASPECT CONSULTING LLC	2,090.00
ASSOCIATION OF WA CITIES	22,510.15
AURORA RENTS	2,125.37
AVIDIA HEALTH	3,132.72
AWC EMPLOYEE BENEFIT TRUST	413,075.56
BANK OF AMERICA 941	271,564.23
BASTYR UNIVERSITY	125.00
BCN TELECOM, INC.	3,466.96
BIZDIVERSITY	1,250.00
BOTHELL KENMORE CHAMBER OF COMMERCE	1,500.00
BRASS MONKEY INVESTMENTS LLC	7,554.90
BRIGHT SPARK EARLY LEARNING SERVICES	600.00
BRYAN HAMPSON	165.00
BUILDERS EXCHANGE OF WASHINGTON INC	66.55
CALPORTLAND COMPANY	6,328.73
CAMP UNITED WE STAND	1,125.60
CANON FINANCIAL SERVICES, INC.	1,064.56
CAPITAL ONE TRADE CREDIT/MCLENDON	401.08
CASCADE PEST CONTROL	837.05
CASCADIA COLLEGE	30,000.00
CASCADIA LAW GROUP	2,250.00
CEDAR GROVE COMPOSTING, INC.	64.74
CENTER FOR HUMAN SERVICES	39,652.18
CHANIN KELLY-RAE CONSULTING LLC	650.00
CHICAGO TITLE	7.00
CITY OF BELLEVUE	37,301.98
CITY OF KENMORE	2,553.80
CITY OF KENT	575.00
CITY OF LAKE FOREST PARK	56,187.00
CITYWORKS/AZTECA SYSTEMS LLC	43,832.13
CODE PUBLISHING COMPANY	3,183.50

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...

Name	Amount
COMCAST	8,456.00
COMCAST BUSINESS	938.44
CONFLUENCE ENVIRONMENTAL COMPANY	9,131.45
CONSOLIDATED PRESS	5,808.24
CORE DESIGN, INC.	4,508.51
CRAIG OLSON	248.00
D.P. NICOLI, INC.	469.37
DAHLIA CORONA	445.07
DAILY JOURNAL OF COMMERCE	3,088.25
DALE KRUEGER	208.65
DAVID BAKER	240.39
DEPARTMENT OF COMMERCE	105,918.27
DEPARTMENT OF LABOR AND INDUSTRIES	17,603.49
DEPARTMENT OF RETIREMENT SYSTEMS	339,799.20
DRS 457	16,494.00
DTG RECYCLE	2,296.77
E SQUARED SYSTEMS, LLC	264.36
ELECTRONIC BUSINESS MACHINES	843.66
EMC RESEARCH, INC.	51,000.00
ENVIRONMENTAL SYSTEMS RESEARCH INST	15,320.10
ENVIROTECH	10,041.75
ESD - LTC	5,921.47
ESD - PFML	10,883.68
FAST WATER HEATER	187.10
FASTSIGNS	3,915.35
FERGUSON WATERWORKS #3156	3,626.90
FIRE PROTECTION, INC	3,970.65
FIRESTONE INVESTMENT LLC	73,202.00
FIX AUTO KENMORE	2,840.91
FLEMINGS HOLIDAY LIGHTING LLC	2,247.17
FLYWAY RETAIL + LIVING	3,111.41
FOURTEN CREATIVE	6,100.00
FUELCARE	7,643.05
GARY ULRICH	40.00
GAYLYNN BRIEN	240.00
GCP WW HOLDCO, LLC	1,047.08
GOOD, MICHAEL J.	300.00
GORDON THOMAS HONEYWELL	18,060.00
GRAINGER	194.91
H.D. FOWLER COMPANY	4,185.40
HDR ENGINEERING, INC	39,975.68
HEALTH MANAGEMENT ASSOCIATES INC	36,928.75
HERRERA ENVIRONMENTAL CONSULTANTS	1,116.06
HESTON PHOTOGRAPHY	420.04
HILLIS CLARK MARTIN & PETERSON P.S.	15,488.00
HOLMBERG COMPANY	1,100.04
HOME DEPOT CREDIT SERVICES	3,000.92
HONEY BUCKET	838.75
HORIZON DISTRIBUTORS INC	5,747.10
HP'S SMOKEHOUSE BBQ	330.00
HRA VEBa TRUST	24,941.03
HUNTINGTON TECHNOLOGY FINANCE	44,565.62
HYDROPOINT DATA SYSTEMS, INC.	3,922.93
ICICLE VILLAGE RESORT	8,138.12
ICLEI	1,200.00
ICMA INTERNATIONAL CITY/CNTY MGMT ASSOC	1,200.00
INSIDESOURCE	2,470.64
INSLEE, BEST, DOEZIE & RYDER, P.S.	148,606.87
INTERNATIONAL INST OF MUNI CLERKS	250.00
iWORQ SYSTEMS	2,800.00

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...

Name	Amount
JADA THOMPSON	156.00
JAYMARC AV	1,128.17
JENNIFER LEIGH DIXON	3,520.00
JERRY OWEN	27,732.40
JET CITY PRINTING	192.72
JIM DANDY SEWER & PLUMBING	462.42
JOHN BAYS	7,500.00
JOHN VICENTE	591.28
JONES BOYS MAINTENANCE CO. INC.	1,414.79
JORDAN STECKS	150.00
JURASSIC PARLIAMENT	1,899.64
KARI HATCHER	150.00
KBA INC.	11,774.27
KCDA PURCHASING COOP	6,834.60
KENMORE COMMUNITY CLUB	530.00
KENMORE ELEMENTARY PTA	2,500.00
KENMORE HERITAGE SOCIETY	5,393.00
KENMORE MIDDLE SCHOOL	2,500.00
KENMORE SENIOR CENTER	15,625.00
KIMLEY HORN AND ASSOCIATES, INC.	16,305.00
KING COUNTY BAR ASSOCIATION	400.00
KING COUNTY FINANCE	28,750.51
KING COUNTY RECORDER'S OFFICE	100.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38,000.00
KING COUNTY TREASURY	92,687.37
KOMPAN, INC	4,238.63
KPFF CONSULTING ENGINEERS	46,150.80
LAKE CITY PARTNERS ENDING HOMELESSNESS	17,000.00
LANGTON SPIETH, LLC	16,000.00
LEIGH ANNE MALAVOTTE	156.00
LIGHTHOUSE CONSULTING INC	46,601.67
LINCOLN NATIONAL LIFE INSURANCE	9,213.83
LINKEDIN CORP.	5,730.00
LITTLE JACK FLOWER FARM	235.00
LUPITA ZAMORA CONSULTING LLC	1,200.00
MARY MILLER STEPHENS	5,000.00
MELANIE O'CAIN	453.50
MELINDA MERRELL	971.69
METROPOLITAN TRANSPORTATION COMM/STREETSAVER	2,000.00
MICHELLE KANG	415.39
MINUTEMAN PRESS	22,197.53
MISSION SQUARE / 109964	254,266.39
MISSION SQUARE 457 / 304745	61,296.97
MKS PROPERTIES	20,137.00
MOJO STRATEGIES	942.50
MORGAN STANLEY CAPITAL MANAGEMENT LLC	4,166.66
Motorola Solutions, Inc.	1,595.34
MOTT MACDONALD	18,212.05
MR. T'S TROPHIES & AWARDS LLC	28.52
NAC INC	38,515.00
NAMI EASTSIDE	3,750.00
NARWHAL MET, LLC	1,700.00
NATIONAL BARRICADE CO., LLC	1,317.79
NATIONAL LIFE INSURANCE CO.	465.56
NAVIA	20,075.03
NELSON ELECTRIC, INC.	3,525.02
NIGEL HERBIG	1,274.71
NIKHIL PATNE	250.00
NORTHSHORE PARK & REC SERVICE AREA	5,440.00
NORTHSHORE SCHOOL DISTRICT	220,962.50

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...

Name	Amount
NORTHSHORE SCHOOLS FOUNDATION	1,500.00
NORTHSHORE SENIOR CENTER	8,125.00
NORTHSHORE UTILITY DIST	54,951.75
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
NORTHWEST ARBORICULTURE LLC	14,700.09
NORTHWEST TROPHY	1,548.56
OFFICE DEPOT	2,036.22
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES	2,395.47
OLBRECHTS & ASSOCIATES, PLLC	6,633.75
OLSON BROTHERS PRO VAC LLC	60,999.41
OLYMPIC ENVIRONMENTAL RESOURCES INC	6,683.53
OLYMPIC NURSERY INC	1,250.10
ONE DIVERSIFIED	287.34
ONTRA MARKETING GROUP	150.00
O'REILLY/FIRST CALL	255.56
OSBORN CONSULTING INC.	179,140.07
OUTCOMES BY LEVY, LLC	8,000.00
PACE ENGINEERS, INC.	99,396.50
PACIFIC AIR CONTROL, INC.	10,553.96
PACIFIC TOPSOILS	4,640.40
PARAMETRIX INC	2,601.92
PAWS	1,603.00
PENDLETON CONSULTING LLC	9,976.90
PERFORMANCE SYSTEMS INTEGRATION LLC	390.12
PETROCARD, INC	3,942.42
PETTY CASH CUSTODIAN	263.58
PLYWOOD SUPPLY	71.09
POLCO	9,000.00
PROGENGO LLC	128.76
PSR MECHANICAL, LLC	1,288.77
PUGET SOUND CLEAN AIR AGENCY	23,536.00
PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR	604.80
PUGET SOUND ENERGY	140,441.99
PUGET SOUND PLANTS	2,545.42
QUADIENT LEASING USA, INC.	1,290.95
QUALITY BUSINESS SYSTEMS / WELLS FARGO	58.83
QUINN PROFFITT	125.84
RAJESH MASKARA	250.00
REGIONAL ANIMAL SERVICES OF KC	365.00
REGIONAL CRISIS RESPONSE AGENCY	38,459.75
REPUBLIC SERVICES #172	6,745.61
RRJ COMPANY, LLC	342,068.79
SAMANTHA LOYUK	146.06
SARABJIT MANN	7,500.00
SARAH ROBERTS	40,262.41
SCHEMATA WORKSHOP INC.	243.00
SCHINDLER ELEVATOR CORPORATION	1,089.78
SCORE	41,724.29
SEATTLE OUT & PROUD FOUNDATION	2,250.00
SEATTLE TIMES	5,265.00
SENZA KENMORE LLC / GOLDSMITH	7,500.00
SESAC	581.00
SHANNON & WILSON, INC.	712.50
SHANNON TIPPLE-LEEN	173.45
SHERWIN WILLIAMS CO.	303.76
SHI INTERNATIONAL CORP.	284.67
SHORELINE FIRE DEPT	120.00
SHRED IT, C/O STERICYCLE, INC>	114.33
SISKUN POWER EQUIPMENT	3,170.69
SKYCORP, LTD	43,074.87

VIII. B. Approve Total Check #s 54295 through 54374 totaling \$455,071.26...

Name	Amount
SLABJACK NW, LLC	5,031.57
SMS CLEANING, INC.	25,980.00
SNOHOMISH COUNTY	4,216.00
SOFTWAREONE, INC.	20,361.43
ST OF WA DEPT OF FISH & WILDLIFE	40.00
STAPLES	6,592.44
STATE AUDITOR'S OFFICE	40,187.07
STATE OF WA DEPT. OF LICENSING	1.64
STEPHANIE LUCASH	632.00
STEWART MACNICHOLS HARMELL, INC.	20,000.00
STOWE DEVELOPMENT & STRATEGIES LLC	6,225.00
STRATEGIES 360, INC.	18,416.67
STRIDER CONSTRUCTION CO., INC.	57,430.84
SUMMIT LAW GROUP PLLC	1,500.00
SUNBELT RENTALS	548.10
SUPERION, LLC	2,545.62
T MOBILE USA, INC.	6,943.47
TASTAD CONSTRUCTION INC	118,452.36
THE LODGE AT ST. EDWARD PARK	261.51
THOMCO CONSTRUCTION, INC.	18,882.49
TOASTMASTERS INTERNATIONAL	250.00
TOBIN BENNETT GOLD	711.40
TOTAL LANDSCAPE CORP	28,024.33
TRUE NORTH EQUIPMENT INC	168.96
TRUGREEN	351.53
TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESOTA	1,704.47
U.S. BANK N.A. / CUSTODY	314.00
U.S. BANK PURCHASE CARDS	105,660.79
ULINE	4,092.77
UPS STORE KENMORE	505.37
URBAN LAND INSTITUTE	15,000.00
US POSTAL SERVICE	2,717.73
UTILITIES UNDERGROUND LOCATION CTR	487.08
VALLEY, CHRIS & BETH	2,464.75
VERIZON WIRELESS	320.24
WA CITIES INSURANCE AUTHORITY	795,456.00
WA FINANCE OFFICERS ASSOCIATION	225.00
WA RECREATION & PARK ASSOC.	605.00
WA STATE DEPARTMENT OF AGRICULTURE	75.00
WA STATE DEPT OF ENTERPRISE SVCS	4,117.00
WA STATE DEPT OF LABOR & INDUSTRIES	284.30
WA STATE DEPT OF TRANSPORTATION	4,565.33
WA STATE DEPT OF TRANSPORTATION	43.04
WAGNER ARCHITECTS	20,890.00
WASHINGTON AUDIOLOGY SERVICES, INC.	1,114.10
WASHINGTON FEDERAL BANK	2,732.20
WASHINGTON MUNICIPAL CLERKS ASSOC	100.00
WASHINGTON STATE FARMERS MARKET ASSOCIATION	350.00
WASHINGTON STATE OFFICE CASH MGMT	343.00
WESTERN DISPLAY FIREWORKS, LTD.	7,500.00
WESTLAKE HARDWARE WA-153	1,503.27
WM CORPORATE SERVICES INC.	15,422.30
WONDERLAND CHILD & FAMILY SERVICES	1,000.00
XEROX CORPORATION	2,275.03
YOUNGMIN KIM	150.00
YOURMEMBERSHIP.COM, INC	249.00
ZEN DEVELOPMENT, LLC	11,266.50
ZIPLY FIBER	2,688.87
ZONAR SYSTEMS	544.07
ZUMAR	1,989.99



Voucher Certification and Approval

City of Kenmore

DATE RANGE: 5/11/2024 through 5/24/2024

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total ACH Payments #1611:	17,575.59
Total Checks #54375 through 54437:	376,438.82
Total Payroll Electronic Deposits: Payroll/Taxes/FSA/HSA/Retirement, Dated 5/17/2024	278,289.54
Total Printed Paychecks #10259:	235.24

Rob Karlinsey May 29, 2024
Rob Karlinsey (May 29, 2024 17:35 PDT)
City Manager / Date

Melinda Merrell May 29, 2024
Melinda Merrell (May 29, 2024 14:29 PDT)
Finance & Administration Director / Date

Vendor Name	Payment Number	Payment Date	Description	Amount
CENTER FOR HUMAN SERVICES	1611	05/24/2024	Period 5 Special Projects Contribution	17,575.59
Bud Clary Ford of Moses Lake	54375	05/15/2024	PW Ops Truck	54,007.70
RICH HARTMAN'S BELLINGHAM FORD LINCOLN	54376	05/15/2024	PW Ops Truck	53,089.00
AFLAC	54377	05/17/2024	Employee Medical/Disability Plans	155.74
NATIONAL LIFE INSURANCE CO.	54378	05/17/2024	Life Insurance	96.05
US POSTAL SERVICE	54379	05/22/2024	Postage for Solarize Kenmore Postcard	2,198.42
ABS VALUATION	54380	05/24/2024	General Consulting- Solders/Thomas Property	2,000.00
AGORA REFRESHMENTS	54381	05/24/2024	May 2024 PW Office & City Hall Filtered Water - both floors	198.02
BCN TELECOM, INC.	54382	05/24/2024	5/15-6/14/24 City Hall Phones	865.40
BUILDERS EXCHANGE OF WASHINGTON INC	54383	05/24/2024	Bid ad hosting	8.55
C R COLLINS CONSTRUCTION INC	54384	05/24/2024	Plumbing Permit Refund	110.40
CASCADE PEST CONTROL	54385	05/24/2024	May 2024 Rhododendron Park Pest Control	167.50
CODE PUBLISHING COMPANY	54386	05/24/2024	Dec 2023-Mar 2024 KMC Update	2,528.54
COMCAST	54387	05/24/2024	City Hall & Hangar Internet	2,096.76
COMCAST BUSINESS	54388	05/24/2024	5/10-6/9/24 Tl'awh-ah-dees Park Internet	71.95
COMCAST BUSINESS	54389	05/24/2024	5/14-6/13/24 City Hall Internet & Cable	157.66
COSTCO	54390	05/24/2024	2024/25 Membership Renewal Brenda/Carla	60.00

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Vendor Name	Payment Number	Payment Date	Description	Page 20 of 113	Amount
DAILY JOURNAL OF COMMERCE	54391	05/24/2024	RFP 24-C3043 Ad for Salary Survey		418.20
DTG RECYCLE	54392	05/24/2024	April 2024 Material Disposal		737.98
EBIX, INC.	54393	05/24/2024	2024/25 Online Health Publication "Top Health"		33.06
GAMETIME	54394	05/24/2024	Parts for Moorlands Park Playground		84.46
GCP WW HOLDCO, LLC	54395	05/24/2024	Employees 2023/24 Uniform-below the waist		1,431.95
HDR ENGINEERING, INC	54396	05/24/2024	3/31 - 5/4/2024 T41 Juanita Dr. NE Consult Svcs		1,817.82
HORIZON DISTRIBUTORS INC	54397	05/24/2024	Irrigation Parts W Sammamish River Bridge		204.17
HUNTINGTON TECHNOLOGY FINANCE	54398	05/24/2024	Personal Prop. Tax Council Chambers AV Lease		669.74
KING COUNTY FINANCE	54399	05/24/2024	Apr 2024 King County Road Services		15,444.57
KING COUNTY FINANCE	54400	05/24/2024	Apr 2024 King County Road Services		1,466.35
KING COUNTY FINANCE	54401	05/24/2024	Jan-Jun 2024 SWM Fee Admin		7,956.05
KING COUNTY FINANCE	54402	05/24/2024	Apr 26, 2024 Material Dumping - Streets		217.13
KING COUNTY FINANCE	54403	05/24/2024	Q1 2024 Historic Preservation Maint. Fee		300.00
KING COUNTY FINANCE	54404	05/24/2024	Q1 2023 Historic Preservation Maint. Fee		250.00
KPFF CONSULTING ENGINEERS	54405	05/24/2024	Design ConsultingServices through 4/26/2024		10,754.30
MINUTEMAN PRESS	54406	05/24/2024	18 Coroplast Signs for Pavement Marking & May 2024 Middle Housing PC & Postage		5,894.64
MOJO STRATEGIES	54407	05/24/2024	Apr 2024 Design Services		395.00
NORTHSHORE SCHOOL DISTRICT	54408	05/24/2024	Apr 2024 School Impact Fee Remittance		31,088.00
NORTHSHORE UTILITY DIST	54409	05/24/2024	3/15 to 5/15/24 Irrigation & Water CH, Summit Park, Wallace Swamp Creek Park		1,451.87
OFFICE DEPOT	54410	05/24/2024	Office Depot Misc. Office Supplies		123.29
OLSON BROTHERS PRO VAC LLC	54411	05/24/2024	Feb & Apr Dates: Drainage Maintenance		8,251.50
OLYMPIC ENVIRONMENTAL RESOURCES INC	54412	05/24/2024	May 2024 Recycle Event		20,885.57
PACE ENGINEERS, INC.	54413	05/24/2024	Apr 2024 On-Call Engineering Services		36,175.25
PAWS	54414	05/24/2024	Apr 2024 Animal Sheltering Services		1,374.00
PUGET SOUND ENERGY	54415	05/24/2024	4/12-5/14/24 Electric & Gas: CH, Hangar, PW Site Shack, Irrigation, Artwork, Streetlights		29,185.89
PUGET SOUND PLANTS	54416	05/24/2024	Finance Charge for past due bal. on prev. invoices		3.31
QUINN PROFFITT	54417	05/24/2024	2023/24 Uniform "Below the Waist" Reimbursement		486.36
REGIONAL ANIMAL SERVICES OF KC	54418	05/24/2024	Apr 2024 Pet Licenses		165.00
SANDHYA MANICKAVASAGAM	54419	05/24/2024	Deposit Refund for May 11, 2024 Hangar Event		150.00
SCORE	54420	05/24/2024	Apr 2024 Jail Services		10,620.83
SEATTLE & KING COUNTY PUBLIC HEALTH	54421	05/24/2024	2024 Farmers Market Application		1,026.00
SHORELINE FIRE DEPT	54422	05/24/2024	Q4 2023 Fire Marshal Plan Review		1,280.00

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Vendor Name	Payment Number	Payment Date	Description	Page 21 of 113	Amount
SISKUN POWER EQUIPMENT	54423	05/24/2024	Small Tool Parts & Maintenance		363.29
SMS CLEANING, INC.	54424	05/24/2024	May 2024 City Hall, Hangar, & PW Office Jant. Svcs		6,495.00
STAPLES	54425	05/24/2024	Staples City Hall & Hangar Maintenance Supplies		255.23
STAPLES	54426	05/24/2024	Staples City Hall & Hangar Maintenance Supplies		384.36
STAPLES	54427	05/24/2024	City Hall Maintenance Supplies		62.80
STAPLES	54428	05/24/2024	City Hall & Hangar Maintenance Supplies		53.11
STAPLES	54429	05/24/2024	City Hall & Hangar Maintenance Supplies		336.91
STATE AUDITOR'S OFFICE	54430	05/24/2024	Audit Period 2021-2022		4,200.82
STEWART MACNICHOLS HARMELL, INC.	54431	05/24/2024	Apr 2024 Public Defense Services		5,000.00
TASTAD CONSTRUCTION INC	54432	05/24/2024	3/8 - 5/10/2024 Construction Services		20,283.47
TOTAL LANDSCAPE CORP	54433	05/24/2024	May 2024 City Hall & Parks Landscape Services		5,034.59
UTILITIES UNDERGROUND LOCATION CTR	54434	05/24/2024	Apr 2024 Utility Locates		183.48
VIJAYARAGHAVAN MAKKAKODE	54435	05/24/2024	Deposit Refund for May 18, 2024 event		250.00
WAGNER ARCHITECTS	54436	05/24/2024	Through Apr 2024 PWOC Facility Planning Consultant		24,709.00
ZIPLY FIBER	54437	05/24/2024	May 2024 City Hall Phones		672.78
MISSION SQUARE / 109964	DFT0001996-1998	05/17/2024	City of Kenmore 401a & 401a Loans		27,616.93
MISSION SQUARE 457 / 304745	DFT0001999-2002	05/17/2024	Mission Square 457 Deferred Comp		6,902.11
DRS 457	DFT0002003-2009	05/17/2024	DRS 457 Deferred Comp		516.50
AVIDIA HEALTH	DFT0002010	05/17/2024	Employee Health Savings Contribution		348.08
LINCOLN NATIONAL LIFE INSURANCE	DFT0002011-2012	05/17/2024	Life Ins/ADD & LTD		2,248.22
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0002013-2023	05/17/2024	Public Employees Retirement		37,544.70
NAVIA	DFT0002024	05/17/2024	Employee Flexible Spending Account		954.92
BANK OF AMERICA 941	DFT0002025	05/17/2024	Federal Taxes		29,474.22
PAYROLL	EFT	5/17/2024	Direct Deposit		172,683.86
NEW EMPLOYEE PAYCHECK - C. Stockill	10259	5/17/2024	Paycheck		235.24
				TOTAL	672,539.19

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...



City of Kenmore

Vendor Purchasing Report

Page 22 of 113

For Date Range 01/01/2024 - 05/24/2024

Name	Amount
1 ALLIANCE GEOMATICS	19,838.55
58 STARS TRAVEL	2,088.36
A & A LIMOUSINE & BUS SERVICE	672.00
AABCO BARRICADE COMPANY INC.	352.37
ABS VALUATION	2,000.00
ACF WEST INC	1,597.28
AFLAC	938.60
AGORA REFRESHMENTS	914.35
ALL AROUND FENCE COMPANY	8,719.92
ALPHAGRAPHICS	741.99
ALWAYS ACTIVE SERVICES LLC	57,417.22
ALYSSA MONTGOMERY	150.00
AM TEST, INC	990.00
AMBER CLIFTON	2,260.36
AMERICALL	828.05
AMERICAN GENERAL LIFE GPO/400S	1,101.65
AMERICAN SOCIETY OF COMPOSERS	500.00
AMERICAN TRAFFIC SOLUTIONS INC	60,000.00
AMY LINDBLOM	150.00
AMY ZIER	137.60
ANDRES TORRES	249.90
ANNA ARNOTT	215.06
APPLIED CONCEPTS, INC.	1,845.85
ASPECT CONSULTING LLC	2,090.00
ASSOCIATION OF WA CITIES	22,510.15
AURORA RENTS	2,125.37
AVIDIA HEALTH	3,480.80
AWC EMPLOYEE BENEFIT TRUST	413,075.56
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BCN TELECOM, INC.	4,332.36
BIZDIVERSITY	1,250.00
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BRASS MONKEY INVESTMENTS LLC	7,554.90
BRIGHT SPARK EARLY LEARNING SERVICES	600.00
BRYAN HAMPSON	165.00
Bud Clary Ford of Moses Lake	54,007.70
BUILDERS EXCHANGE OF WASHINGTON INC	75.10
C R COLLINS CONSTRUCTION INC	110.40
CALPORTLAND COMPANY	6,328.73
CAMP UNITED WE STAND	1,125.60
CANON FINANCIAL SERVICES, INC.	1,064.56
CAPITAL ONE TRADE CREDIT/MCLENDON	401.08
CASCADE PEST CONTROL	1,004.55
CASCADIA COLLEGE	30,000.00
CASCADIA LAW GROUP	2,250.00
CEDAR GROVE COMPOSTING, INC.	64.74
CENTER FOR HUMAN SERVICES	57,227.77
CHANIN KELLY-RAE CONSULTING LLC	650.00
CHICAGO TITLE	7.00
CITY OF BELLEVUE	37,301.98
CITY OF KENMORE	2,553.80
CITY OF KENT	575.00

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Name	Amount
CITY OF LAKE FOREST PARK	56,187.00
CITYWORKS/AZTECA SYSTEMS LLC	43,832.13
CODE PUBLISHING COMPANY	5,712.04
COMCAST	10,552.76
COMCAST BUSINESS	1,168.05
CONFLUENCE ENVIRONMENTAL COMPANY	9,131.45
CONSOLIDATED PRESS	5,808.24
CORE DESIGN, INC.	4,508.51
COSTCO	60.00
CRAIG OLSON	248.00
D.P. NICOLI, INC.	469.37
DAHLIA CORONA	445.07
DAILY JOURNAL OF COMMERCE	3,506.45
DALE KRUEGER	208.65
DAVID BAKER	240.39
DEPARTMENT OF COMMERCE	105,918.27
DEPARTMENT OF LABOR AND INDUSTRIES	17,603.49
DEPARTMENT OF RETIREMENT SYSTEMS	377,343.90
DRS 457	17,010.50
DTG RECYCLE	3,034.75
E SQUARED SYSTEMS, LLC	264.36
EBIX, INC.	33.06
ELECTRONIC BUSINESS MACHINES	843.66
EMC RESEARCH, INC.	51,000.00
ENVIRONMENTAL SYSTEMS RESEARCH INST	15,320.10
ENVIROTECH	10,041.75
ESD - LTC	5,921.47
ESD - PFML	10,883.68
FAST WATER HEATER	187.10
FASTSIGNS	3,915.35
FERGUSON WATERWORKS #3156	3,626.90
FIRE PROTECTION, INC	3,970.65
FIRESTONE INVESTMENT LLC	73,202.00
FIX AUTO KENMORE	2,840.91
FLEMINGS HOLIDAY LIGHTING LLC	2,247.17
FLYWAY RETAIL + LIVING	3,111.41
FOURTEN CREATIVE	6,100.00
FUELCARE	7,643.05
GAMETIME	84.46
GARY ULRICH	40.00
GAYLYNN BRIEN	240.00
GCP WW HOLDCO, LLC	2,479.03
GOOD, MICHAEL J.	300.00
GORDON THOMAS HONEYWELL	18,060.00
GRAINGER	194.91
H.D. FOWLER COMPANY	4,185.40
HDR ENGINEERING, INC	41,793.50
HEALTH MANAGEMENT ASSOCIATES INC	36,928.75
HERRERA ENVIRONMENTAL CONSULTANTS	1,116.06
HESTON PHOTOGRAPHY	420.04
HILLIS CLARK MARTIN & PETERSON P.S.	15,488.00
HOLMBERG COMPANY	1,100.04
HOME DEPOT CREDIT SERVICES	3,000.92
HONEY BUCKET	838.75
HORIZON DISTRIBUTORS INC	5,951.27
HP'S SMOKEHOUSE BBQ	330.00
HRA VEBA TRUST	24,941.03
HUNTINGTON TECHNOLOGY FINANCE	45,235.36
HYDROPOINT DATA SYSTEMS, INC.	3,922.93
ICICLE VILLAGE RESORT	8,138.12

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Name	Amount
ICLEI	1,200.00
ICMA INTERNATIONAL CITY/CNTY MGMT ASSOC	1,200.00
INSIDESOURCE	2,470.64
INSLEE, BEST, DOEZIE & RYDER, P.S.	148,606.87
INTERNATIONAL INST OF MUNI CLERKS	250.00
iWORQ SYSTEMS	2,800.00
JADA THOMPSON	156.00
JAYMARC AV	1,128.17
JENNIFER LEIGH DIXON	3,520.00
JERRY OWEN	27,732.40
JET CITY PRINTING	192.72
JIM DANDY SEWER & PLUMBING	462.42
JOHN BAYS	7,500.00
JOHN VICENTE	591.28
JONES BOYS MAINTENANCE CO. INC.	1,414.79
JORDAN STECKS	150.00
JURASSIC PARLIAMENT	1,899.64
KARI HATCHER	150.00
KBA INC.	11,774.27
KCDA PURCHASING COOP	6,834.60
KENMORE COMMUNITY CLUB	530.00
KENMORE ELEMENTARY PTA	2,500.00
KENMORE HERITAGE SOCIETY	5,393.00
KENMORE MIDDLE SCHOOL	2,500.00
KENMORE SENIOR CENTER	15,625.00
KIMLEY HORN AND ASSOCIATES, INC.	16,305.00
KING COUNTY BAR ASSOCIATION	400.00
KING COUNTY FINANCE	54,134.61
KING COUNTY RECORDER'S OFFICE	100.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38,000.00
KING COUNTY TREASURY	92,687.37
KOMPAN, INC	4,238.63
KPFF CONSULTING ENGINEERS	56,905.10
LAKE CITY PARTNERS ENDING HOMELESSNESS	17,000.00
LANGTON SPIETH, LLC	16,000.00
LEIGH ANNE MALAVOTTE	156.00
LIGHTHOUSE CONSULTING INC	46,601.67
LINCOLN NATIONAL LIFE INSURANCE	11,462.05
LINKEDIN CORP.	5,730.00
LITTLE JACK FLOWER FARM	235.00
LUPITA ZAMORA CONSULTING LLC	1,200.00
MARY MILLER STEPHENS	5,000.00
MELANIE O'CAIN	453.50
MELINDA MERRELL	971.69
METROPOLITAN TRANSPORTATION COMM/STREETSAVER	2,000.00
MICHELLE KANG	415.39
MINUTEMAN PRESS	28,092.17
MISSION SQUARE / 109964	281,883.32
MISSION SQUARE 457 / 304745	68,199.08
MKS PROPERTIES	20,137.00
MOJO STRATEGIES	1,337.50
MORGAN STANLEY CAPITAL MANAGEMENT LLC	4,166.66
Motorola Solutions, Inc.	1,595.34
MOTT MACDONALD	18,212.05
MR. T'S TROPHIES & AWARDS LLC	28.52
NAC INC	38,515.00
NAMI EASTSIDE	3,750.00
NARWHAL MET, LLC	1,700.00
NATIONAL BARRICADE CO., LLC	1,317.79
NATIONAL LIFE INSURANCE CO.	561.61

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Name	Amount
NAVIA	21,029.95
NELSON ELECTRIC, INC.	3,525.02
NIGEL HERBIG	1,274.71
NIKHIL PATNE	250.00
NORTHSHORE PARK & REC SERVICE AREA	5,440.00
NORTHSHORE SCHOOL DISTRICT	252,050.50
NORTHSHORE SCHOOLS FOUNDATION	1,500.00
NORTHSHORE SENIOR CENTER	8,125.00
NORTHSHORE UTILITY DIST	56,403.62
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
NORTHWEST ARBORICULTURE LLC	14,700.09
NORTHWEST TROPHY	1,548.56
OFFICE DEPOT	2,159.51
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES	2,395.47
OLBRECHTS & ASSOCIATES, PLLC	6,633.75
OLSON BROTHERS PRO VAC LLC	69,250.91
OLYMPIC ENVIRONMENTAL RESOURCES INC	27,569.10
OLYMPIC NURSERY INC	1,250.10
ONE DIVERSIFIED	287.34
ONTRA MARKETING GROUP	150.00
O'REILLY/FIRST CALL	255.56
OSBORN CONSULTING INC.	179,140.07
OUTCOMES BY LEVY, LLC	8,000.00
PACE ENGINEERS, INC.	135,571.75
PACIFIC AIR CONTROL, INC.	10,553.96
PACIFIC TOPSOILS	4,640.40
PARAMETRIX INC	2,601.92
PAWS	2,977.00
PENDLETON CONSULTING LLC	9,976.90
PERFORMANCE SYSTEMS INTEGRATION LLC	390.12
PETROCARD, INC	3,942.42
PETTY CASH CUSTODIAN	263.58
PLYWOOD SUPPLY	71.09
POLCO	9,000.00
PROGENGO LLC	128.76
PSR MECHANICAL, LLC	1,288.77
PUGET SOUND CLEAN AIR AGENCY	23,536.00
PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR	604.80
PUGET SOUND ENERGY	169,627.88
PUGET SOUND PLANTS	2,548.73
QUADIENT LEASING USA, INC.	1,290.95
QUALITY BUSINESS SYSTEMS / WELLS FARGO	58.83
QUINN PROFFITT	612.20
RAJESH MASKARA	250.00
REGIONAL ANIMAL SERVICES OF KC	530.00
REGIONAL CRISIS RESPONSE AGENCY	38,459.75
REPUBLIC SERVICES #172	6,745.61
RICH HARTMAN'S BELLINGHAM FORD LINCOLN	53,089.00
RRJ COMPANY, LLC	342,068.79
SAMANTHA LOYUK	146.06
SANDHYA MANICKAVASAGAM	150.00
SARABJIT MANN	7,500.00
SARAH ROBERTS	40,262.41
SCHEMATA WORKSHOP INC.	243.00
SCHINDLER ELEVATOR CORPORATION	1,089.78
SCORE	52,345.12
SEATTLE & KING COUNTY PUBLIC HEALTH	1,026.00
SEATTLE OUT & PROUD FOUNDATION	2,250.00
SEATTLE TIMES	5,265.00
SENZA KENMORE LLC / GOLDSMITH	7,500.00

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Page 26 of 113	
Name	Amount
SESAC	581.00
SHANNON & WILSON, INC.	712.50
SHANNON TIPPLE-LEEN	173.45
SHERWIN WILLIAMS CO.	303.76
SHI INTERNATIONAL CORP.	284.67
SHORELINE FIRE DEPT	1,400.00
SHRED IT, C/O STERICYCLE, INC>	114.33
SISKUN POWER EQUIPMENT	3,533.98
SKYCORP, LTD	43,074.87
SLABJACK NW, LLC	5,031.57
SMS CLEANING, INC.	32,475.00
SNOHOMISH COUNTY	4,216.00
SOFTWAREONE, INC.	20,361.43
ST OF WA DEPT OF FISH & WILDLIFE	40.00
STAPLES	7,684.85
STATE AUDITOR'S OFFICE	44,387.89
STATE OF WA DEPT. OF LICENSING	1.64
STEPHANIE LUCASH	632.00
STEWART MACNICHOLS HARMELL, INC.	25,000.00
STOWE DEVELOPMENT & STRATEGIES LLC	6,225.00
STRATEGIES 360, INC.	18,416.67
STRIDER CONSTRUCTION CO., INC.	57,430.84
SUMMIT LAW GROUP PLLC	1,500.00
SUNBELT RENTALS	548.10
SUPERION, LLC	2,545.62
T MOBILE USA, INC.	6,943.47
TASTAD CONSTRUCTION INC	138,735.83
THE LODGE AT ST. EDWARD PARK	261.51
THOMCO CONSTRUCTION, INC.	18,882.49
TOASTMASTERS INTERNATIONAL	250.00
TOBIN BENNETT GOLD	711.40
TOTAL LANDSCAPE CORP	33,058.92
TRUE NORTH EQUIPMENT INC	168.96
TRUGREEN	351.53
TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESOTA	1,704.47
U.S. BANK N.A. / CUSTODY	314.00
U.S. BANK PURCHASE CARDS	105,660.79
ULINE	4,092.77
UPS STORE KENMORE	505.37
URBAN LAND INSTITUTE	15,000.00
US POSTAL SERVICE	4,916.15
UTILITIES UNDERGROUND LOCATION CTR	670.56
VALLEY, CHRIS & BETH	2,464.75
VERIZON WIRELESS	320.24
VIJAYARAGHAVAN MAKKAKODE	250.00
WA CITIES INSURANCE AUTHORITY	795,456.00
WA FINANCE OFFICERS ASSOCIATION	225.00
WA RECREATION & PARK ASSOC.	605.00
WA STATE DEPARTMENT OF AGRICULTURE	75.00
WA STATE DEPT OF ENTERPRISE SVCS	4,117.00
WA STATE DEPT OF LABOR & INDUSTRIES	284.30
WA STATE DEPT OF TRANSPORTATION	4,565.33
WA STATE DEPT OF TRANSPORTATION	43.04
WAGNER ARCHITECTS	45,599.00
WASHINGTON AUDIOLOGY SERVICES, INC.	1,114.10
WASHINGTON FEDERAL BANK	2,732.20
WASHINGTON MUNICIPAL CLERKS ASSOC	100.00
WASHINGTON STATE FARMERS MARKET ASSOCIATION	350.00
WASHINGTON STATE OFFICE CASH MGMT	343.00
WESTERN DISPLAY FIREWORKS, LTD.	7,500.00

VIII. C. Approve Total Check #s 54375 through 54437 totaling \$376,438.82...

Name	Amount
WESTLAKE HARDWARE WA-153	1,503.27
WM CORPORATE SERVICES INC.	15,422.30
WONDERLAND CHILD & FAMILY SERVICES	1,000.00
XEROX CORPORATION	2,275.03
YOUNGMIN KIM	150.00
YOURMEMBERSHIP.COM, INC	249.00
ZEN DEVELOPMENT, LLC	11,266.50
ZIPLY FIBER	3,361.65
ZONAR SYSTEMS	544.07
ZUMAR	1,989.99



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Parametrix Consultant Contract for the NE 192nd Sidewalk and Culvert Replacement Project	For Council Meeting Agenda of: 06/10/2024 Department: Public Works Engineering Prepared by: John Vicente, Engineering Director Initial & Date Approved by Department Head: <u>JV 5/21/24</u> Approved by City Attorney: <u>N/A</u> Approved by Finance Director: <u>N/A</u> Approved by City Manager: <u>RK 5/21/24</u> Exhibits/Attachments: N/A
Summary: Staff are seeking city council approval to execute a contract with Parametrix in the amount of \$1,190,200 to begin design services for the NE 192 nd Sidewalk and Culvert Replacement projects.	
Information/Background: The City utilizes consultants to assist in the implementation of its Capital Improvement Plan (CIP). The NE 192 nd Sidewalk project is identified in the current CIP and design services are needed to advance this project. This project will construct approximately 425 linear feet of new sidewalk improvements on the north side of NE 192 nd St from 73 rd Ave NE to 75 th Ave NE. This project will also look at replacing the culvert at Little Swamp Creet crossing NE 192 nd St just east of 73 rd Ave NE. Staff are looking to combine these projects to save on cost and because of their proximity to each other. The City advertised in both the Seattle Times and Daily Journal of Commerce for Statements of Qualifications (SOQ) from potential transportation civil engineering firms. Staff reviewed the SOQs before selecting 3 firms to interview. Staff selected the multi-discipline, multi-firm team gathered by Parametrix as the best team to meet the City's needs for this project.	
Fiscal Consideration: The 2023-2024 biennial budget for the NE 192 nd Sidewalk Project is \$889,749. Of these funds, \$760,900 are grant funds provided through the Washington State Department of Transportation's Safe Routes to Schools Program. The remaining are City funds. The City was also recently granted \$1.3M in Community Project Funding as a congressional earmark (through Rep. DelBene's office). Surface	

VIII. D. Authorize the City Manager to execute a contract with Parametri...

Water funds and other grants will be leveraged to complete the funding for the culvert replacement. This project and funds will be added to the Surface Water CIP this summer.

City Council Priority/Budget Being Addressed:

Council Priority 2: Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation

Council Priority 3: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Special Projects: Contract No. 23-C2929 Amendment 2 Cascadia College – Catch-Up Learning Proposed Council Action/Motion: Authorize the City Manager to execute Amendment No. 2 of Contract 23-C2929 with Cascadia College for Catch-Up Learning to adjust scope of work and service period, and to increase value of contract to \$100,000.	For Council Meeting Agenda of: June 10, 2024 Department: City Manager's Office Prepared by: Janet Quinn, Management Analyst/ARPA; Garrett Oppenheim, Assistant to the City Manager/ARPA Initial & Date <table><tr><td>Approved by Department Head:</td><td><u>SLL, 5/6/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>DR, 5/31/24</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM, 5/9/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK, 5/31/24</u></td></tr></table> Exhibits/Attachments: Contract No. 23-C2929 Contract No. 23-C2929 Amendment 1 (corrected) Contract No. 23-C2929 Amendment 2	Approved by Department Head:	<u>SLL, 5/6/24</u>	Approved by City Attorney:	<u>DR, 5/31/24</u>	Approved by Finance Director:	<u>MM, 5/9/24</u>	Approved by City Manager:	<u>RK, 5/31/24</u>
Approved by Department Head:	<u>SLL, 5/6/24</u>								
Approved by City Attorney:	<u>DR, 5/31/24</u>								
Approved by Finance Director:	<u>MM, 5/9/24</u>								
Approved by City Manager:	<u>RK, 5/31/24</u>								
Summary: This amendment expands the scope of work, expands the service period, and increases the contract amount to \$100,000 for the City's Catch-Up Learning contract with Cascadia College. ARPA funds, the source of funding under the original contract terms, have been expended on general government services as allowed by American Rescue Plan rules and approved by Council on January 9, 2024, through Ordinance No. 23-0601. A Special Projects sub-fund has been established with funds freed up through the ARPA expenditures. Therefore, Amendment 2 also changes the funding source for the contract from ARPA to the Special Projects sub-fund.									
Information/Background: On May 16, 2022, the Kenmore City Council adopted a \$575,000 American Rescue Plan Act (ARPA) Work Program for 2022-2026 that included \$100,000 for Catch-Up Learning and Childcare Support. The City issued a Request for Proposals (RFP) for Catch-Up Learning and Childcare Support on May 5, 2023, and Cascadia College responded with a scope of work that includes two programs: Wednesdays at Cascadia and a Summer 2024 Academy. The original contract was approved by Council on July 17, 2023, and Amendment 1 was approved on November 20, 2023, adjusting the time frame for the contract due to unforeseen challenges in getting the work started. Cascadia College President Dr. Eric Murray presented to Council on March 25, 2024, providing data showing that Cascadia has demonstrated expertise in math and English remediation and a strong VIII. E. Authorize the City Manager to execute Amendment No. 2 to Contra...									

commitment to student success. In consideration of this and the time that has been required to fully establish a partnership between Cascadia College, Northshore School District, and Inglemoor High School, Amendment 2 proposes extending the contract through a second Summer Academy in 2025 and increasing the services to be provided. Other modifications that should incentivize more students to participate include an option to earn college credit in the Summer Academy and the opportunity to have Cascadia College students provide peer mentoring and support to IHS students enrolled in the program.

Fiscal Consideration:

The amendment increases the contract from \$50,000 to \$100,000, the full amount allocated by City Council for catch-up learning and childcare support in May 2022. Funds would come from the Special Projects sub-fund in the General Fund.

City Council Priority or Budget Objective Being Addressed:

Goal #4: Promote Diversity, Equity, Inclusion, and Accessibility
Goal #11: Respond to the Pandemic

City of Kenmore Contract: 23-C2929

Authorized Amount: \$50,000

Date Start: July 18, 2023

Date End: December 31, 2024

**CITY OF KENMORE CONTRACT FOR SERVICES
Cascadia College – ARPA Catch-Up Learning and Childcare Support**

THIS AGREEMENT is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Cascadia College, ("Consultant") an institution of higher education accredited by the Northwest Commission on Colleges and Universities (NWCUE), located and doing business at 18345 Campus Way NE, Bothell, WA 98011 (hereinafter the "Consultant").

RECITALS:

WHEREAS, the American Rescue Plan Act (ARPA) was signed by President Biden on March 11, 2021, providing \$1.9 trillion in COVID-19 response and recovery funds across the United States including \$350 million for local, state, tribal, and territorial governments; and

WHEREAS, the City of Kenmore received approximately \$6.4 million in ARPA funding which must be allocated by the end of 2024 and expended by the end of 2026; and

WHEREAS, the Kenmore City Council, at its May 16, 2022 meeting, approved an ARPA Work Program that includes \$100,000 for Catch-Up Learning and Childcare Support; and

WHEREAS, the ARPA Final Rule presumes that any K-12 student who lost access to in-person instruction for a significant period of time has been impacted by the pandemic and is thus eligible for responsive services; and

WHEREAS, students within the City of Kenmore are in the service area of the Northshore School District, which was the first school district in the nation to close its schools to in-person learning to transition to virtual learning for just over a year due to the proximity of the first known U.S. COVID-19 outbreak in nearby Kirkland; and

WHEREAS, the Northshore School District is in the service area of the Consultant; and

WHEREAS, the City of Kenmore released a Request for Proposals (RFP) in May 2023 in search of a community organization to provide Catch-Up Learning and Childcare Support for Kenmore students; and

Contract 23-C2929 Cascadia College
Page 1

WHEREAS, the Consultant applied under this RFP and was selected in a competitive process to provide these services; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

AGREEMENT:

1. Scope of Services to be Performed by Consultant.

The Consultant shall perform those services described on Exhibit "A," which is attached hereto and incorporated herein by this reference as if set forth in full. In performing such services, the Consultant shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The Consultant shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

2. Compensation and Method of Payment.

The City shall pay the Consultant for services rendered according to the rates and methods set forth below. The Consultant shall request payment for work to be performed using the billing invoice form at Exhibit "C."

- | |
|---|
| <p>☒ According to the rate and schedule set forth in Exhibit "B."
☒ A sum not to exceed <u>\$ 50,000.00</u></p> |
|---|

The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. However, if the City objects to all or any portion of an invoice, it shall notify Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion.

The City further reserves the right to direct the Consultant's compensated services before reaching the maximum amount.

Contract 23-C2929 Cascadia College
Page 2

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice.

3. Duration of Agreement.

This Agreement shall be in full force and effect for a period commencing on July 18, 2023, and ending December 31, 2024, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents.

A. *Ownership.* Any records, files, documents, drawings, specifications, data, or information, regardless of form or format, and all other materials produced by the Consultant and submitted to the City in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

B. *Records preservation.* Consultant understands that this Agreement is with a government agency and thus all records created or used in the course of Consultant's work for the City are considered "public records" and are subject to disclosure by the City under the Public Records Act, Chapter 42.56 RCW ("the Act"). Consultant agrees to safeguard and preserve records in accordance with the Act. The City may be required, upon request, to disclose the Agreement, and the documents and records submitted to the City by Consultant, unless an exemption under the Public Records Act applies. If the City receives a public records request and asks Consultant to search its files for responsive records, Consultant agrees to make a prompt and thorough search through its files for responsive records and to promptly turn over any responsive records to the City's public records officer at no cost to the City.

5. Independent Consultant.

The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents,

Contract 23-C2929 Cascadia College

Page 3

representatives, or sub-consultants of the Consultant. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives, and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

6. Indemnification.

Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance.

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. *Minimum Scope of Insurance.* Consultant shall obtain insurance of the types described below:

i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services

Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

iii. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

iv. Professional Liability insurance appropriate to the Consultant's profession.

B. *Minimum Amounts of Insurance.* Consultant shall maintain the following insurance limits:

i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

iii. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. *Other Insurance Provision.* The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

D. *Acceptability of Insurers.* Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. *Verification of Coverage.* The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement,

evidencing the insurance requirements of the Consultant before commencement of the work.

F. *Notice of Cancellation.* The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. *Failure to Maintain Insurance.* Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. *No Limitation.* Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

C. Documents and information identifying individual participants shall not be provided to the City but shall be retained by Consultant. Reporting to the City shall be done on an aggregate basis rather than by participant to preserve the anonymity of individual student participants.

9. City's Right of Inspection and Audit.

A. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

B. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City or State Auditor's office, or federal or other state agencies to verify expenditures and compliance with ARPA during the performance of this Agreement.

10. Consultant to Maintain Records to Support Independent Contractor Status.

On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties which is subject to RCW Title 51, Industrial Insurance.

11. Work Performed at the Consultant's Risk.

The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

12. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days' prior written

notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports, or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

13. Force Majeure.

Notwithstanding anything to the contrary in this Agreement, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, governmental laws, regulations or restrictions, civil commotions, Casualty, actual or threatened public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, and other significant public health risk), governmental edicts, actions, declarations or quarantines by a governmental entity or health organization, breaches in cybersecurity, and other causes beyond the reasonable control of the party obligated to perform, regardless of whether such other causes are (i) foreseeable or unforeseeable or (ii) related to the specifically enumerated events in this paragraph (collectively, a "**Force Majeure**"), shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage. To the extent this Agreement specifies a time period for performance of an obligation of either party, that time period shall be extended by the period of any delay in such party's performance caused by a Force Majeure. Provided however, that the current COVID-19 pandemic shall not be considered a Force Majeure unless constraints on a Party's performance that result from the pandemic become substantially more onerous after the effective date of this Agreement.

14. Discrimination Prohibited.

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

15. Assignment and Subcontract.

The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City. Any assignment made without the prior approval of the City is void.

16. Conflict of Interest.

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

17. Confidentiality.

All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

18. Non-Appropriation of Funds.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

19. Employment of State Retirees.

The City is a "DRS-covered employer" which is an organization that employs one or more members of any retirement system administered by the Washington State Department of Retirement Systems (DRS). Pursuant to RCW 41.50.139(1) and WAC 415-02-325(1), the City is required to elicit on a written form if any of the Consultant's employees providing services to the City retired using the 2008 Early Retirement Factors (ERFs), or if the

Consultant is owned by an individual who retired using the 2008 ERFs, and whether the nature of the service and compensation would result in a retirement benefit being suspended. Failure to make this determination exposes the City to significant liability for pension overpayments. As a result, before commencing work under this Agreement, Consultant shall determine whether any of its employees providing services to the City or any of the Consultant's owners retired using the 2008 ERFs, and shall immediately notify the City and shall promptly complete the form provided by the City after this notification is made. This notification to DRS could impact the payment of retirement benefits to employees and owners of Consultant. Consultant shall indemnify, defend, and hold harmless the City from any and all claims, damages, or other liability, including attorneys' fees and costs, relating to a claim by DRS of a pension overpayment caused by or resulting from Consultant's failure to comply with the terms of this provision. This provision shall survive termination of this Agreement.

20. Entire Agreement.

This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

21. Notices.

All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Notices to the City of Kenmore shall be sent to the following address:

Janet Quinn, Management Analyst/ARPA
City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028-0607

Phone No.: 425-398-8900
Email: jquinn@kenmorewa.gov

Notices to the Consultant shall be sent to the following address:

Dr. Kerry Levett, Vice President for Student Learning and Success
Cascadia College
18345 Campus Way NE
Bothell, Washington 98011

Phone No.: 425-352-8860
Email: klevett@cascadia.edu

22. Applicable Law; Venue; Attorneys' Fees.

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

23. Compliance with Laws.

The Vendor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Vendor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

24. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

25. Severability.

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

IN WITNESS WHEREOF, the City and the Consultant have executed this Agreement as of the dates listed below.

CONSULTANT, CASCADIA COLLEGE

Signature: Kenny Levett

Name: Kenny Levett

Title: Vice President for Student Learning and Success

Date: July 17, 2023

CITY OF KENMORE

Signature: Rob Karlinsky

Name: ROB KARLINSEY

Title: CITY MANAGER

Date: 7/17/2023

APPROVED AS TO FORM

Dawn Reitan

Kenmore City Attorney's Office

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following outlined here or attached separately.

Cascadia College: Wednesdays at Cascadia & Cascadia Summer Academy

Project Directors:

- Dr. Kerry Levett, Vice President for Student Learning and Success
- Chari Davenport, Executive Director of Equity and Inclusion

Project Lead: TBD

2023-2024 Overview of Working Project Plan

City Contact for Communications:

- Janet Quinn, Management Analyst/ARPA (primary)
- Garrett Oppenheim, Assistant to the City Manager/ARPA (secondary)

WEDNESDAYS AT CASCADIA (ONE WEDNESDAY/MONTH 2023-2024 ACADEMIC YEAR)

Program Content/Subjects to include some or all of the following:

College Success Skills

- Career exploration/Planning your path
- Civic Engagement/Advocacy
- How to pay for college
- Navigating college (Intro to College Success)
- Critical Thinking

Academic Skills

- Basic hands-on lab skills
- Learning skills
- Math isn't scary
- Information literacy (library, media, research)

Program Provided Resources

- Basic supplies such as notebooks lab supplies
- Calendar and daily agenda
- Peer mentors
- Transportation accommodation included in program (parking vouchers, vans, ORCA cards or other)

Operational Details:

Program Day/Time

Contract 23-C2929 Cascadia College

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- 2.5-3 hours – One Wednesday afternoon/month after school district early release time
- One mentor session per month

Recruiting Plan/Outreach

- Principals (Inglemoor, Bothell)
- AVID staff (Inglemoor HS)
- Social media with Inglemoor / Bothell high school students
- Parents

Criteria for Participation

- Students residing in 98028 zip code only, unless excess capacity available after accommodating all eligible Kenmore applicants
- Junior or Senior in high school
- May include students not currently attending school, provided:
 - They were enrolled in K-12 school pre-pandemic
 - They would have junior or senior status if enrolled in school
 - They sign a participation learning contract
- AVID (Advancement Via Individual Determination) participants to meet AVID requirements, including maintenance of a 2.5 GPA
- Application for participation
- Complete a parent/guardian form
- Participants and parents/guardians sign a participation learning contract with requirements and expectations. Example requirements include:
 - Maintain a 'Cascadia Academy' notebook
 - Maintain calendar / agenda
 - Required to take notes (Cornell or other method) in each class
 - Monthly Mentoring sessions

Students served

- Up to 100
- Transportation accommodation included in program

Reporting, Check-Ins, and Deliverables for Wednesdays at Cascadia

- Email check-ins between City and Cascadia College monthly (minimum)
- Mid-program update at end of 2023, to include:
 - Teams or Face-to-Face meeting

- Written participation and outcomes report
 - Recommendations for program adjustment(s), if indicated
- End of program written report, to include
 - No. Students served
 - Student engagement/participation
 - Academic and other successes
 - Identified challenges
 - Aggregate data
- Adjustments to the program may be made by mutual consent reduced to writing

CASCADIA ACADEMY (SUMMER 2024)

The Academy will be a two-week learning experience focused on preparing students to improve critical gateway skills. Students will not receive grades. Students will receive a placement evaluation that could include a standard college placement tool, Accuplacer. Students who complete an Accuplacer placement will be able to send results to other colleges and universities.

Program Content/Subjects to include some or all of the following:

- Math*
- English*
- Sample of Daily seminar-style discussion topics facilitated by a success coach (e.g., academic advisor or other staff):
 - College readiness
 - Time management / Stress Management
 - Study Skills
 - Information Literacy, research, media

*Students will be grouped based on a placement evaluation.

Operational Details

Program Days/week, Hours/day

- 5 days, 2 weeks (10 total days)
- 4 hours/day - with two breaks
- 2 sessions offered (one morning, one afternoon)

Recruiting Plan

- Principals (Inglemoor, Bothell)
- AVID staff (Inglemoor HS)
- Social media with Inglemoor / Bothell students
- Northshore School District staff

Criteria for Participation

Contract 23-C2929 Cascadia College

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- Students residing in 98028 zip code only, unless excess capacity available after accommodating all eligible Kenmore applicants
- Junior or Senior in high school, or 2024 graduate if participant in Wednesdays at Cascadia during 2023-2024 school year
- AVID participants to meet AVID requirements including maintenance of a 2.5 GPA
- Complete a program application
- Complete a parent/guardian form
- Sign a participation learning contract with requirements and expectations
- Placement evaluation prior to and at the conclusion of the program. The purpose of the evaluation is to cluster students into similar skill level to better customize the instruction. The placement evaluation can be a placement test (no cost to participants), Smarter Balance scores, or other available measures.

Students served

- Up to 100
- Students participating on Wednesdays at Cascadia will have first choice for participation.
- Transportation accommodation included in program (parking vouchers, vans, ORCA cards or other)

Reporting, Check-Ins, and Deliverables for Cascadia Academy

- Email check-ins between City and Cascadia College as necessary, to include:
 - Spring 2024 during program development
- End of program written report, to include
 - Number of students served
 - Student engagement/participation
 - Academic and other successes, which may include:
 - Increased placement
 - Gains in writing skills
 - College or trade school application and acceptance
 - Financial aid application submitted
 - Career plan created
 - Identified challenges
 - Aggregate data

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the rates specified below or attached hereto, as Exhibit B.

The Consultant shall submit electronic, signed original invoices, using Exhibit C, attached.

In recognition of the fact that preparation and hiring will be required in advance of each of the two planned programs, Wednesdays at Cascadia during the 2023-2024 school year and Cascadia Academy in Summer 2024, the Consultant shall submit invoice(s) and the City will remit payment as described in Section 2 of the Agreement, titled "Compensation and Method of Payment," and in advance of each program in the following manner and timing:

Invoice 1 – To be submitted by Consultant between July 15 and September 15, 2023 – Amount to cover the estimated cost of preparation, hiring, and program delivery for Wednesdays at Cascadia, not to exceed \$40,000.00 unless by mutual agreement in writing in advance of submission.

Invoice 1a – If necessary, to be submitted in May or June 2024 and paid prior to Cascadia fiscal year end of June 30, 2024 – Amount to balance the estimated with the actual cost and to close out the Wednesdays at Cascadia program.

Invoice 2 – To be submitted in July 2024 and paid in accordance with Section 2 of the Agreement, titled "Compensation and Method of Payment" – Amount to cover the estimated cost of hiring and program delivery for Cascadia Academy in Summer 2024.

Invoice 2a – If necessary, to be submitted by no later than November, 2024 and paid in accordance with Section 2 of the Agreement, titled "Compensation and Method of Payment" - Amount to balance the estimated with the actual cost and to close out the Cascadia Academy.

The total compensation will not exceed \$50,000, the value of the contract.

EXHIBIT C

City of Kenmore
Billing Invoice

To: City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$_____

Attach itemized description of services provided/to be provided.

Specific Program/Project: _____

Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	\$_____
Previous payments	\$_____
Current request	\$_____
Balance remaining	\$_____

Approved for Payment by: _____ Date: _____

Authorized Signature (Required)

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Form

W-9(Rev. October 2018)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**► Go to www.irs.gov/FormW9 for instructions and the latest information.**Give Form to the
requester. Do not
send to the IRS.**

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CITY OF KENMORE CONTRACT NO. 23-C2929
AMENDMENT NO. 1
Cascadia College – ARPA Catch-Up Learning and Childcare Support

This Amendment No. 1 is entered into between the City of Kenmore, a Washington municipal corporation (“City” or “Kenmore”) and Cascadia College (“Consultant”) an institution of higher education accredited by the Northwest Commission on Colleges and Universities (NWCUU). City and Consultant are each a “Party” and together “Parties” to this Amendment.

The Parties hereby agree as follows:

RECITALS:

- A. The City and Consultant entered into an agreement on 7-18-2023 for the purpose of providing Catch-Up Learning services to Kenmore high school juniors and seniors through Wednesdays at Cascadia and Cascadia Summer Academy (“Agreement”).
- B. The Agreement needs to be amended to adjust the dates of service for Wednesdays at Cascadia from the 2023-2024 Academic Year to the 2024 Calendar Year, excluding Summer 2024.
- C. In order to make this change, the Agreement needs updating.

FIRST AMENDMENT TO AGREEMENT:

- 1. **Amendment.** The Agreement is hereby amended to read as follows:

Section 3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on July 18, 2023, and ending March 31 2025, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

General Scope of Work in Exhibit A to be amended as follows:

WEDNESDAYS AT CASCADIA (ONE WEDNESDAY/MONTH DURING THE FOLLOWING 2024 CALENDAR YEAR QUARTERS: Winter 2024, Spring 2024, Fall 2024).

Reporting, Check-Ins, and Deliverables for Wednesdays at Cascadia

- Email check-ins between City and Cascadia College monthly (minimum)
- Mid-program update after end of Winter 2024 quarter, between March 15 and April 15, 2024, to include:

Amendment No. 1 to Agreement between City of Kenmore and Cascadia College
Contract No. 23-C2929

Page 1

3/13/2024 Contract end date typo corrected and reissued for signatures

- Teams or Face-to-Face meeting
- Written participation and outcomes report
- Recommendations for program adjustment(s), if indicated

All other sections of Exhibit A remain as originally agreed upon.

Manner and Timing of invoices in Exhibit B to be amended as follows:

Invoice 1 – To be submitted by Consultant before January 31, 2024. Amount to cover the estimated cost of preparation, hiring, and program delivery through 2024 for Wednesdays at Cascadia, not to exceed \$40,000.00 unless by mutual agreement in writing in advance of submission.

Invoice 2 – To be submitted by Consultant in July 2024 to cover the estimated cost of preparation, hiring and program delivery for Cascadia Academy in Summer 2024.

Invoice 3 – To be submitted by Consultant before December 31, 2024. Amount to cover the balance due, if any, for Wednesdays at Cascadia service through Fall 2024 quarter.

The total compensation will not exceed \$50,000, the value of the contract.

2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.
3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.
4. **Effective date.** This Amendment shall be effective as of November 20, 2023.

DATED this 14th day of March, 2024.

CONSULTANT:

BY: Kerry Levett
Kerry Levett (Mar 21, 2024 17:17 PDT)

Name: Kerry Levett

Title: Vice President for Student Learning

Address: 18345 Campus Way NE

Bothell, WA 98011

Phone No.: 425-352-8200

CITY OF KENMORE:

BY: Rob Karlinsey
Rob Karlinsey (Mar 14, 2024 16:05 PDT)

Rob Karlinsey
City Manager

APPROVED AS TO FORM:

Dawn Reitan
Dawn Reitan (Mar 14, 2024 10:56 PDT)
Kenmore City Attorney's Office

Amendment No. 1 to Agreement between City of Kenmore and Cascadia College

Contract No. 23-C2929

Page 3

3/13/2024 Contract end date typo corrected and reissued for signatures

VIII. E. Authorize the City Manager to execute Amendment No. 2 to Contra...

City of Kenmore Contract 23-C2929

Amendment 1 - corrected

Final Audit Report

2024-03-22

Created:	2024-03-14
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh3wu_5AtUHS5jpU8tTnNWUceJU0kOK1A

"City of Kenmore Contract 23-C2929 Amendment 1 - corrected" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
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-  Email viewed by rkarlinsey@kenmorewa.gov
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-  Signer rkarlinsey@kenmorewa.gov entered name at signing as Rob Karlinsey
2024-03-14 - 11:05:03 PM GMT
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
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-  Email viewed by klevett@cascadia.edu
2024-03-21 - 11:59:06 PM GMT



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Acrobat Sign

 Signer klevett@cascadia.edu entered name at signing as Kerry Levett
2024-03-22 - 0:17:46 AM GMT

 Document e-signed by Kerry Levett (klevett@cascadia.edu)
Signature Date: 2024-03-22 - 0:17:48 AM GMT - Time Source: server

 Agreement completed.
2024-03-22 - 0:17:48 AM GMT



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**CITY OF KENMORE CONTRACT NO. 23-C2929
AMENDMENT NO. 2
Cascadia College – Catch-Up Learning**

This Amendment No. 2 is entered into between the City of Kenmore, a Washington municipal corporation (“City” or “Kenmore”) and Cascadia College (“Consultant”) an institution of higher education accredited by the Northwest Commission on Colleges and Universities (NWCUE). City and Consultant are each a “Party” and together “Parties” to this Amendment No. 2.

The Parties hereby agree as follows:

RECITALS:

- A. The City and Consultant entered into an agreement on 7-18-2023 called Cascadia College – ARPA Catch-Up Learning and Childcare Support (“Agreement”) for the purpose of providing Catch-Up Learning services to Kenmore high school juniors and seniors through two programs: Wednesdays at Cascadia for 2023-2024 Academic Year and Cascadia Summer Academy 2024.
- B. The Parties executed Amendment No. 1 which adjusted the time frame for Wednesdays at Cascadia from the 2023-2024 Academic Year to the 2024 Calendar Year, excluding Summer 2024, and Amendment 1 was authorized by the Kenmore City Council on 11-20-2023.
- C. The Agreement needs to be further amended to modify the recitals, compensation, duration, the ownership, inspection, and maintenance of records, indemnification, insurance, termination, notices and Exhibits A and B.

SECOND AMENDMENT TO AGREEMENT:

1. **Amendment.** The Recitals to the Agreement are hereby amended to read as follows:

RECITALS:

WHEREAS, students in Kenmore lost access to in-person instruction due to the COVID-19 pandemic; and

WHEREAS, the City of Kenmore released a Request for Proposals (RFP) in May 2023 in search of a community organization to provide Catch-Up Learning and Childcare Support for Kenmore students; and

WHEREAS, the Consultant applied under the RFP and was selected in a competitive process to provide these services; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to certain terms and conditions; and

WHEREAS, the original recitals identified American Rescue Plan Act (ARPA) funds as the source of funding for this contract; and

WHEREAS, through Ordinance No. 23-0601 the City elected to expend all ARPA funds on general government services, making the General Fund the source of funding for the services provided under this contract; and

WHEREAS, the name of this agreement shall henceforth be known as Contract No. 23-C2929, Cascadia College – Catch-Up Learning.

2. Amendment. Section 2 of the Agreement is amended to read as follows:

2. Compensation and Method of Payment.

The City shall pay the Consultant for services rendered according to the rates and methods set forth below. The Consultant shall request payment for work to be performed using the billing invoice form at Exhibit "C."

☒ According to the rate and schedule set forth in Exhibit "B." ☒ A sum not to exceed <u>\$100,000.00</u>

The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. However, if the City objects to all or any portion of an invoice, it shall notify Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion.

The City further reserves the right to direct the Consultant's compensated services before reaching the maximum amount.

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice.

3. Amendment. Section 3 of the Agreement, as amended by Amendment No. 1, is amended to read as follows:

3. Duration of Agreement.

This Agreement shall be in full force and effect for a period commencing on July 18, 2023, and ending December 31, 2025, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. **Amendment. Section 4 of the Agreement is amended to read as follows:**

4. **Ownership and Use of Documents.**

The Parties acknowledge that the intent of the Agreement is to assist students in catch-up learning and is not intended to and shall not require Consultant to submit any educational records, which are subject to protection under the Family Educational Rights and Privacy Act, 20 U.S.C Sec. 1232g. Thus, the Parties agree that the City shall only own and use the documents identified as deliverables in Exhibit A Scope of Services to be Provided by Consultant ("Deliverables") upon Consultant's submittal to the City.

5. **Amendment. Section 6 of the Agreement is amended to read as follows:**

6. **Indemnification.**

Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits, but not including attorneys' fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Agreement.

6. **Amendment. Section 7 of the Agreement is amended to add the following Subsection 7.I to read as follows:**

7. **Insurance.**

* * *

I. Consultant, as an agency of the State of Washington, warrants that it is self-insured and has provided certificates of insurance evidencing the aforesaid insurance coverage. Renewal certificates must be furnished to the City at least thirty (30) days prior to the expiration date of each policy for which a certificate was therefore furnished.

7. **Amendment.** Section 8 of the Agreement is amended to read as follows:

8. **Record Keeping and Reporting.**

A. The Consultant shall maintain accounts and records, which sufficiently and properly reflect costs of the services performed pursuant to this Agreement. The Consultant shall also maintain records to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The Consultant shall retain records relating to this Agreement as may be required pursuant to state law.

C. Reporting to the City shall be done on an aggregate basis rather than by participant to preserve the anonymity of individual student participants.

8. **Amendment.** Section 9 of the Agreement is amended to read as follows:

9. **Review and Audit.**

The Deliverables submitted to the City pursuant to Exhibit A Scope of Services shall be subject at all times to review or audit by the City or State Auditor's office, or federal or other state agencies to verify expenditures during the performance of this Agreement.

9. **Amendment.** Section 10 of the Agreement is repealed.

10. **Amendment.** Section 12 of the Agreement is amended to read as follows:

12. **Termination.**

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days' prior written notice. In the event of termination or suspension, all finished or unfinished Deliverables prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Amendment. Section 21 of the Agreement is amended to read as follows:

21. Notices.

All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Notices to the City of Kenmore shall be sent to the following address:

City Clerk
City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028-0607
Phone No.: 425-398-8900
Email: contracts@kenmorewa.gov

Notices to the Consultant shall be sent to the following address:

Dr. Kerry Levett, Vice President for Student Learning and Success
Cascadia College
18345 Campus Way NE
Bothell, Washington 98011
Phone No.: 425-352-8860
Email: klevett@cascadia.edu

12. **Amendment. Exhibit A Scope of Services to be Provided by Consultant is amended to read as follows:**

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following outlined here.

Catch-up learning services to be provided to Kenmore students by Cascadia College. Residents of Kenmore will be given first priority access, with non-resident participants permitted if capacity allows. It is understood that all programs will serve up to 100 students.

Spring 2024 Wednesdays at Inglemoor High School:

Cascadia will provide the following:

- College Success Skills
- Academic Skills
- Program Resources as needed
- Minimum of 1 hour of instructional time per session

Summer 2024 Cascadia Academy

Cascadia will provide the following in a two-week learning experience focused on preparing students to improve critical gateway skills through a 2-3 credit course. Rising Junior or Senior students, or graduates from high school in the 2024 class are eligible to participate. Class content to include a wide spectrum of general knowledge subjects such as:

- College success strategies
- Math
- English
- Communication

Fall 2024-Spring 2025 Wednesdays at Inglemoor High School:

Cascadia will provide the following:

- College Success Skills
- Academic Skills
- Program Resources as needed
- Minimum of 1 hour of instructional time per session

Fall 2024-Spring 2025 Support for 9th through 12th grade students

- Academic Support with student mentors
- Academic Coaching in small groups

Summer 2025 Cascadia Academy

Cascadia will provide the following in a two-week learning experience focused on preparing students to improve critical gateway skills through a 2-3 credit course. Rising Junior or Senior students, or graduates from high school in the 2025 class are eligible to participate. Class content to include a wide spectrum of general knowledge subjects such as:

- College success strategies

- Math
- English
- Communication

Reporting and Check-Ins (document deliverables)

- Reporting and Check-ins shall only provide information in aggregate form and not contain or include individual identifying information of a participant or educational records of participants:
- Monthly check-in meetings between the City and Cascadia College (virtual)
- Program update at end of Summer 2024 Academy and mid-school-year 2024/2025
- Written participation and outcomes report (mid-cycle and after final classes)
 - Number of students served
 - Student engagement/participation
 - Academic and other successes
 - Identified challenges
- Adjustments to the program may be made by mutual consent reduced to writing

13. **Amendment. Exhibit B Rates for Services to be Provided by Consultant is amended to read as follows:**

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the rates specified below.

Budgeted items	Amended Contract Estimates
Spring 2024 Wednesdays at Inglemoor HS	\$ 5,000
Summer 2024 Academy	\$ 32,000
Fall 2024 Wednesdays at Inglemoor HS	Incl in Academic Support
Winter & Spring 2025 Wednesdays at IHS	Incl in Academic Support
Fall 2024-Spring 2025	
Academic Support	\$ 20,000
Academic Coaching	\$ 10,000
Summer 2025 Academy	\$ 32,000
Contingency	\$ 1,000
Totals	\$100,000

The Consultant shall submit electronic, signed original invoices, using Exhibit C, attached to the original contract.

In recognition of the fact that preparation and hiring will be required in advance of each of the two planned programs, Wednesdays at Cascadia during the 2023-2024 school year and Cascadia Academy in Summer 2024, the Consultant shall submit invoice(s) and the City will remit payment as described in Section 2 of the Agreement, titled "Compensation and Method of Payment," and in advance of each program in the following manner and timing:

Invoice 1 – To be submitted by Consultant by January 31, 2024 – Amount to cover the estimated cost of preparation, hiring, and program delivery for Wednesdays at Cascadia, not to exceed \$40,000.00 unless by mutual agreement in writing in advance of submission.

Invoice 2 – To be submitted after July 1, 2024 – Amount to cover the balance of costs, if any, for the delivery of services of Spring 2024 Wednesdays at Cascadia, and estimated cost of hiring and program delivery for Cascadia Academy in Summer 2024.

Invoice 3 – To be submitted on or before November 30, 2024 – Amount to cover the balance of costs, if any, for the delivery of services performed prior to the invoice date, and estimated cost of hiring and program delivery for Fall 2024-Spring 2025 Wednesdays at Inglemoor HS and Academic Support and Coaching services for the same period.

Invoice 4 – To be submitted prior to the start of Summer 2025 Academy but no earlier than June 15, 2025 – Amount to cover the estimated cost of hiring and program delivery for Summer 2025 Academy.

Invoice 5 – If necessary, to be submitted prior to November 1, 2025 – Amount to cover any remaining costs not previously invoiced, and not to exceed the total value of the contract.

Program cost reconciliation to be submitted to the City of Kenmore with the final invoice, detailing how funds were spent to execute the contract.

The total compensation will not exceed \$100,000, the value of the contract.

13. Severability. The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

14. Entire Agreement. The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.

15. Effective date. This Amendment shall be effective as of _____, 2024.

DATED this ____ day of _____, 2024.

CONSULTANT:

CITY OF KENMORE:

BY: _____

BY: _____

Name: _____

Rob Karlinsey, City Manager
18120 68th Avenue Northeast
Kenmore, WA 98028

Title: _____

Address: _____

APPROVED AS TO FORM:

Kenmore City Attorney's Office

Phone No.: _____

Subject/Topic: Urban Forestry Management Plan Grant Contracting Proposed Council Action/Motion: Authorize the City Manager to execute contract 24-C3034 to expend grant funds not to exceed \$89,200 for consulting services to develop an Urban Forestry Management Plan.	For Council Meeting Agenda of: June 10, 2024 Department: Public Works, Env Services Division Prepared by: Nina Rasmussen, Climate Action Plan Program Manager <table border="0"> <tr> <td></td> <td style="text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;">RS 5/17/24</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;">MM 5/17/24</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;">RK 5/24/24</td> </tr> </table> Exhibits/Attachments: • None		<u>Initial & Date</u>	Approved by Department Head:	RS 5/17/24	Approved by City Attorney:	N/A	Approved by Finance Director:	MM 5/17/24	Approved by City Manager:	RK 5/24/24
	<u>Initial & Date</u>										
Approved by Department Head:	RS 5/17/24										
Approved by City Attorney:	N/A										
Approved by Finance Director:	MM 5/17/24										
Approved by City Manager:	RK 5/24/24										
Summary: The City of Kenmore was awarded a grant from the Washington State Department of Natural Resources (DNR) to receive funds up to \$105,200 to develop an Urban Forestry Management Plan and a street tree inventory. Of the funds, \$89,200 will be used for consulting services to complete the plan and verify any tree identification resulting from the tree inventory as needed. The City Council approved the receipt of funds from DNR at the March 25, 2024 City Council meeting.											
Information/Background: Protection of local canopy has multi-faceted benefits, including carbon sequestration, improved stormwater management, habitat preservation and restoration, watershed protection, and improved quality of life for residents, among others. As such, the creation of an Urban Forestry Management Plan is an identified action in the Climate Element of the Comprehensive Plan. In addition to these climate and resilience aspects, maintaining and growing tree canopy is a public priority. This action was initially brought to the City Council as part of the Climate Action Annual Report and 2024 workplan presented at the October 23, 2023 Council meeting and approved at the November 20, 2023 Council meeting. The purpose of the project is to better inform City staff on high-priority planting areas and to help strategize for long-term canopy needs. The project serves to help the City prepare for and mitigate climate impacts, bolster resiliency, and protect the natural environment. Additionally, noting species, health, size, and other attributes of individual trees through a public tree inventory will serve as a means to quantify carbon sequestration, keep track of											

significant and exceptional trees in the Kenmore community, and prioritize care and maintenance. Both aspects of the project will help Kenmore grow the local canopy through a thoughtful and strategized approach.

Fiscal Consideration:

No match is required for this grant. Full funding for the project is covered by the \$105,200 grant from the Washington State Department of Natural Resources.

City Council Priority or Budget Objective Being Addressed:

2. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

Subject/Topic: Electric Vehicle Infrastructure Plan Contracting Proposed Council Action/Motion: Authorize the City Manager to execute contract 24-C3035 to expend grant funds not to exceed \$110,000 for consulting services to develop an Electric Vehicle Infrastructure Plan.	For Council Meeting Agenda of: June 10, 2024 Department: Public Works, Env Services Division Prepared by: Nina Rasmussen, Climate Action Plan Program Manager <u>Initial & Date</u> Approved by Department Head: RS 5/16/24 Approved by City Attorney: N/A Approved by Finance Director: MM 5/17/24 Approved by City Manager: RK 5/24/24 Exhibits/Attachments: • None
Summary: The City of Kenmore has contracted with the Washington State Department of Commerce (Commerce) to receive funds not to exceed \$110,000 for the creation of an EV Infrastructure Plan. The City intends to contract with a consulting firm to complete the work. The City Council approved the receipt of funds from Commerce at the March 25, 2024 City Council meeting.	
Information/Background: Vehicle electrification is an important aspect of addressing climate change. The purchase and use of electric vehicles (EVs) has become increasingly popular and requires added infrastructure to support this shift as well as future demand. As part of the City of Kenmore's Climate Action Plan, the development of an EV Infrastructure Plan has been identified as an implementation item. This action was initially brought to the City Council as part of the Climate Action Annual Report and 2024 workplan presented at the October 23, 2023 Council meeting and approved at the November 20, 2023 Council meeting. An EV Infrastructure Plan would allow for short- and long-term strategic planning of EV charger placement, while taking into account proximity to other chargers, high-volume/traffic areas, potential partnerships with commercial property owners, community input, among other factors. A consultant will be contracted with to identify and analyze existing policies, codes,	

and utility incentives, assess fleet and Public Works Operations Center needs, engage the community on preferences and concerns, and develop recommendations and a report of next steps.

Fiscal Consideration:

No match is required for this grant. Full funding for the project is covered by the \$110,000 grant from the Washington State Department of Commerce.

City Council Priority or Budget Objective Being Addressed:

2. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: 61 st Ave NE Sidewalk Replacement Project Preliminary 30% Design Update Proposed Council Action/Motion: Accept the preliminary 30% design concept and authorize the City Manager to appropriate additional city funds in the amount of \$1.22M to complete the project.	For Council Meeting Agenda of: June 10, 2024 Department: Public Works Engineering Prepared by: Kent Vaughan, PE Senior Civil Engineer <table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>JV</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>DR</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM 5/31/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK</u></td></tr></tbody></table> Attachments/Exhibits: Preliminary 30% Design Roll Plot and Project Cost Summary (30% Design)		<u>Initial & Date</u>	Approved by Department Head:	<u>JV</u>	Approved by City Attorney:	<u>DR</u>	Approved by Finance Director:	<u>MM 5/31/24</u>	Approved by City Manager:	<u>RK</u>
	<u>Initial & Date</u>										
Approved by Department Head:	<u>JV</u>										
Approved by City Attorney:	<u>DR</u>										
Approved by Finance Director:	<u>MM 5/31/24</u>										
Approved by City Manager:	<u>RK</u>										
Summary: Based on past Council direction, staff requests acceptance of the preliminary 30% design concept and additional city funding in the amount of \$1.22M to complete the project. <u>Project schedule:</u> Design / Permitting 2024 Construction 2025											
Information/Background: October 19, 2020: Staff requested authorization from Council to remove the existing street parking along 61 st Ave NE to allow for future bike lanes. Council approved. November 15, 2021: Staff requested authorization from Council to accept the Washington State Department of Transportation (WSDOT) Pedestrian and Bicycle Program grant in the amount of \$1.364 M to complete the design and construction of the 61st Ave NE Sidewalk Replacement Project (Phase 1) between NE 190th St and the northern City Limits. The original project scope included sidewalk panel replacement on the <u>east side</u> of 61st Ave NE with some minor replacements on the west side of 61st Ave. Improvements also included removal of existing on-street parking and right turn pockets to accommodate bike lanes and installation of pedestrian crossing beacons (RRFB) at NE 193 rd Street and 60 th Ave NE. Council approved.											

July 18, 2022: Staff presented 3 design alternatives to Council for consideration. Council concluded that the design alternatives resulted in the removal of too many existing street trees and requested that staff return with better design alternatives to preserve more existing street trees.

August 2023: Staff presented revised design alternatives (5) in an online open house forum to solicit feedback / comments from the public in advance of Council meeting.

November 20, 2023: Staff presented the revised design alternatives (5) and public feedback to City Council and requested direction from Council on how to proceed. Council directed staff to revise the project scope to use a combination of design alternatives (1, 2 and 3), which included tree removal / replacement, sidewalk re-alignment and root bridging system options at increased cost, to preserve as many existing street trees as possible.

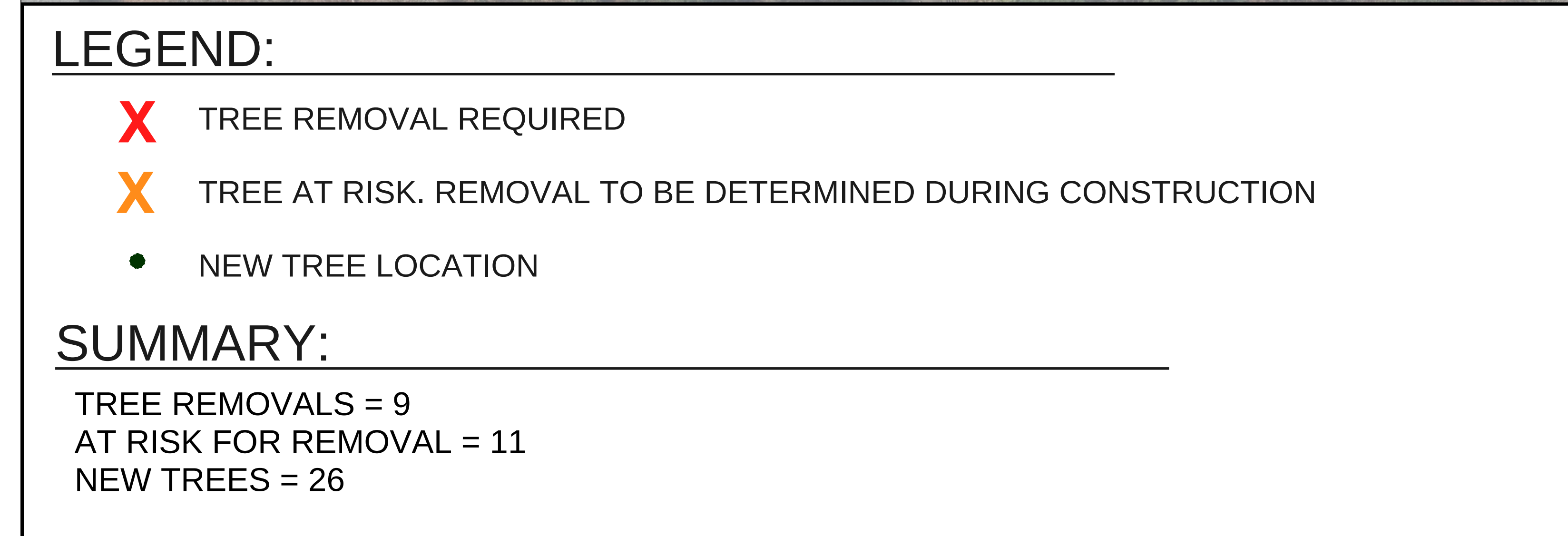
Fiscal Consideration:

Additional city funds in the amount of \$1.22 M will need to be appropriated later as part of the upcoming biennial budget process to complete this project. Staff proposes using up to \$700,000 of Transportation Capital Funds and up to \$520,000 of REET funds to close the financial gap.

In the summer of 2024, staff will apply for Transportation Improvement Board (TIB) grant opportunities to supplement project funding and possibly accelerate the sidewalk replacement on the west side of 61st Ave NE from NE 190th Street to the northern City Limits (which is currently scoped and funded in Phase 2 tentatively forecasted for construction in 2028).

City Council Priority or Budget Objective Being Addressed:

Council Priority 3: Enhance multimodal transportation implementation, including pedestrian and bicycle safety.





LEGEND:

- X TREE REMOVAL REQUIRED
- X TREE AT RISK. REMOVAL TO BE DETERMINED DURING CONSTRUCTION
- NEW TREE LOCATION

61st Ave NE Pavement Overlay and Sidewalk Improvement
Preliminary Design

0 40 80 160
1 inch = 40 feet

kpff

By: N. Anderson
Date: 4/29/24

Project Cost Summary (30% Design) - Preserve Trees by Shifting Sidewalk Alignment

Options	EST. REVENUE					EST. EXPENDITURE	BALANCE
	WSDOT Ped-Bike Grant	City Sources			Available Budget	Updated Project Budget @ 30% Design	Additional Funds Needed (Add'l Grant or City Funds)
		Real Estate Excise Tax Funds	Surface Water Management Funds	AC Overlay Funds			
Sidewalk - East Side Only	\$1,364,265	\$ 175,000	\$ 30,000	\$ 576,094	\$ 2,145,359	\$ 3,367,540	\$ (1,222,181)
Sidewalk - Both Sides						\$ 4,602,179	\$ (2,456,820)

Note: Bridging was considered but is not proposed in 30% design due to high cost, constructability issues w/ ADA and existing tree roots.

CITY OF KENMORE

Public Works Engineering

61st Ave NE Sidewalk Replacement

Project Phase 1 – 30% Design Overview

June 10, 2024

Kent Vaughan, PE Senior Civil Engineer

John Vicente, PE City Engineer

Nathan Anderson, PE KPFF Engineers

Elizabeth Walker, Consulting Arborist / Urban Forester



61st Ave NE Sidewalk Replacement

Phase 1 Original Project Scope

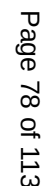
Phase 1 Project Limits: NE 190th Street to North City Limits

- Selective sidewalk panel replacement (where sidewalk has heaved due to street tree roots) and to meet ADA (Americans with Disabilities Act) **EAST SIDE ONLY**
- Removal and replacement of existing street trees adding root barrier
- Designated bike lanes with removal of right turn lanes and on-street parking
- Curb extensions at NE 193rd Street and 60th Ave NE intersections to shorten pedestrian crossings
- Rapid Rectangular Flashing Beacon (RRFB) pedestrian crosswalks across 61st Avenue NE
 - NE 193rd Street
 - 60th Ave NE
- Speed feedback signs (2 NB, 1 SB)
- Asphalt overlay (funded by separate city asphalt overlay program)



61st Ave NE Sidewalk Replacement Council Direction – November 2023

- Revise project scope and proceed with designing sidewalk improvements to save as many existing street trees as possible by re-aligning sidewalk or bridging over roots, removing / replacing existing street trees as last resort
- Return to Council at 30% Design Stage to review and approve design concept and additional cost





LEGEND:

- X TREE REMOVAL REQUIRED
- X TREE AT RISK. REMOVAL TO BE DETERMINED DURING CONSTRUCTION
- NEW TREE LOCATION

61st Ave NE Pavement Overlay and Sidewalk Improvement
Preliminary Design

0 40 80 160
1 inch = 40 feet

kpff

By: N. Anderson
Date: 4/29/24

Project Cost Summary (30% Design) - Preserve Trees by Shifting Sidewalk Alignment

Options	EST. REVENUE					EST. EXPENDITURE	BALANCE
	WSDOT Ped-Bike Grant	City Sources			Available Budget	Updated Project Budget @ 30% Design	Additional Funds Needed (Add'l Grant or City Funds)
		Real Estate Excise Tax Funds	Surface Water Management Funds	AC Overlay Funds			
Sidewalk - East Side Only	\$1,364,265	\$ 175,000	\$ 30,000	\$ 576,094	\$ 2,145,359	\$ 3,367,540	\$ (1,222,181)
Sidewalk - Both Sides						\$ 4,602,179	\$ (2,456,820)

Notes:
Bridging was considered but is not proposed in 30% design due to high cost, constructability issues w/ ADA and existing tree roots.

Staff proposes using up to \$700k of Transportation Capital Funds and up to \$520k in Real Estate Excise Tax Funds to close the financial gap, and pursue grant opportunities with TIB to supplant the additional east side sidewalk cost and possibly accelerate the west side sidewalk improvements.

Construction is planned for 2025.

Request for Council Direction

Accept the preliminary 30% design concept and authorize the City Manager to appropriate additional city funds in the amount of \$1.22M to complete the project.



Questions?



Reference Slides



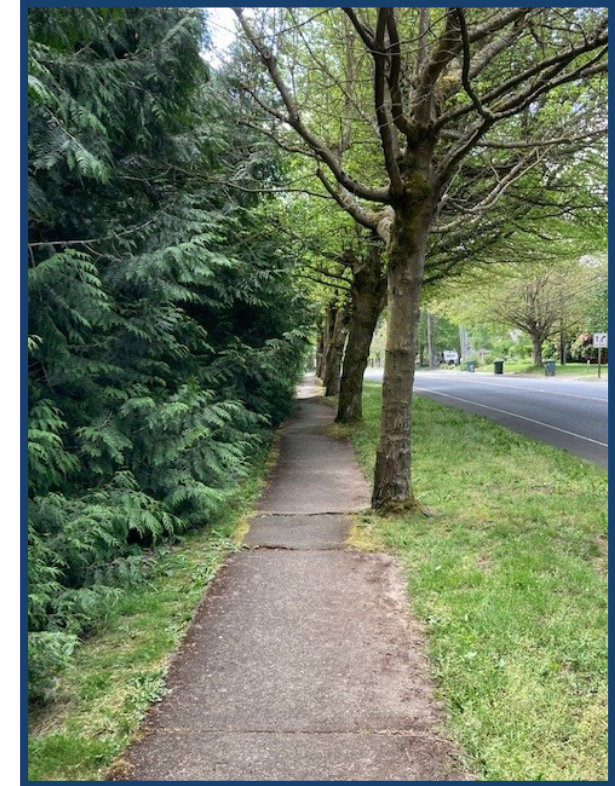
61st Ave NE Sidewalk Replacement

Existing Street Trees

- 65 red maple trees impacting sidewalks.
- Evaluated by a licensed arborist.
- Existing health of trees:
 - Dead (1),
 - Poor (6),
 - Fair (38),
 - Good (18)
 - Excellent (2).

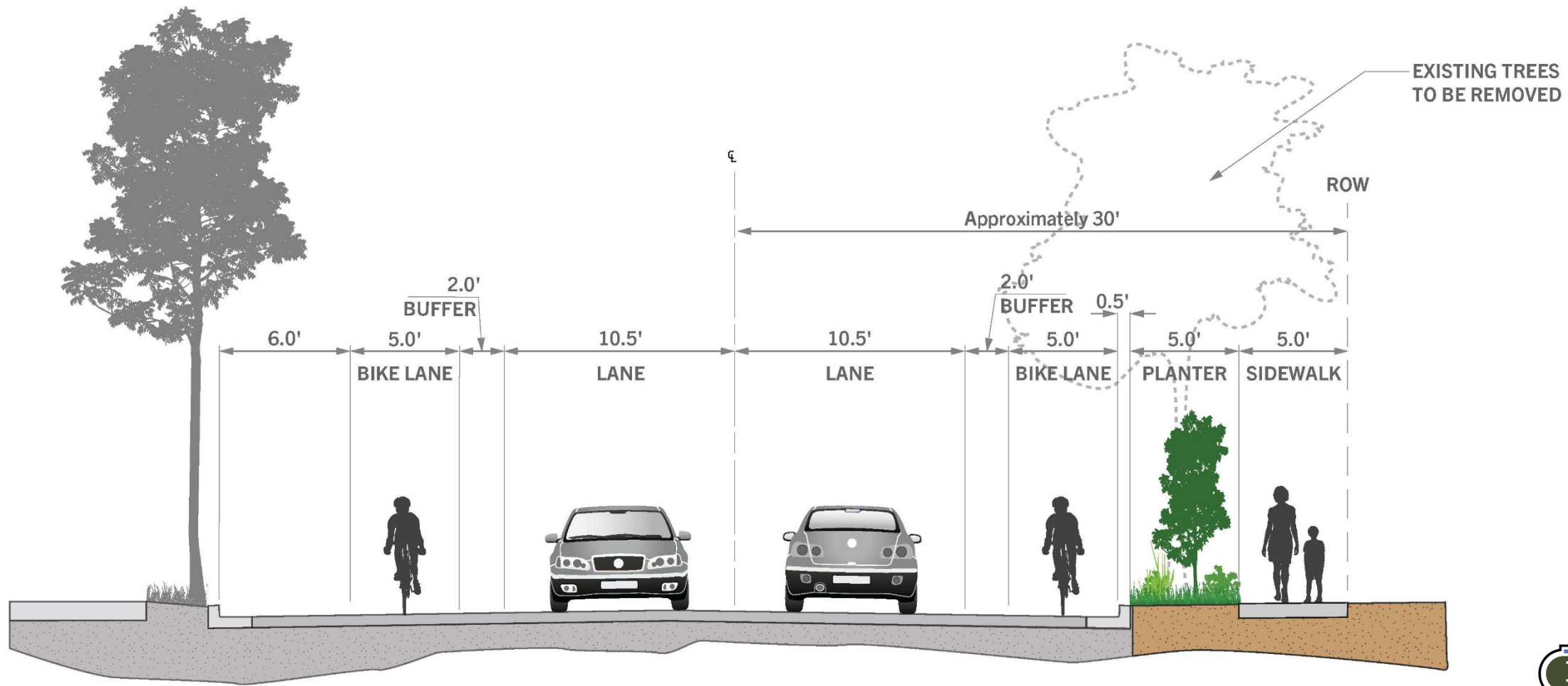
Poor/fair trees are damaged, have reduced vigor, and declining state.

Good to excellent trees are healthy and show no signs of damage.



61st Ave NE Sidewalk Replacement

Alternative 1 - Remove & Replace Trees

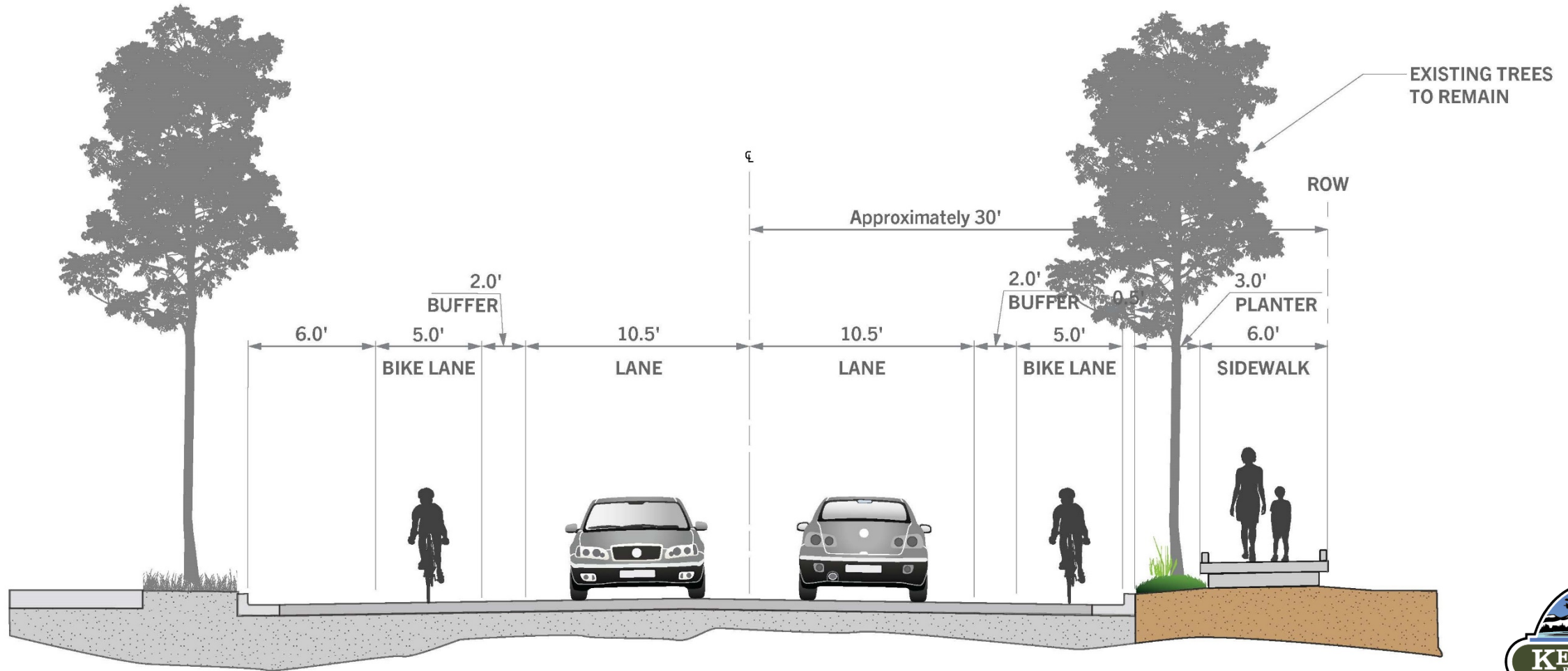


TYPICAL ROADWAY SECTION
ALT 1



61st Ave NE Sidewalk Replacement

Alternative 2 – Bridge over Roots



TYPICAL ROADWAY SECTION
ALT 2

61st Ave NE Sidewalk Replacement

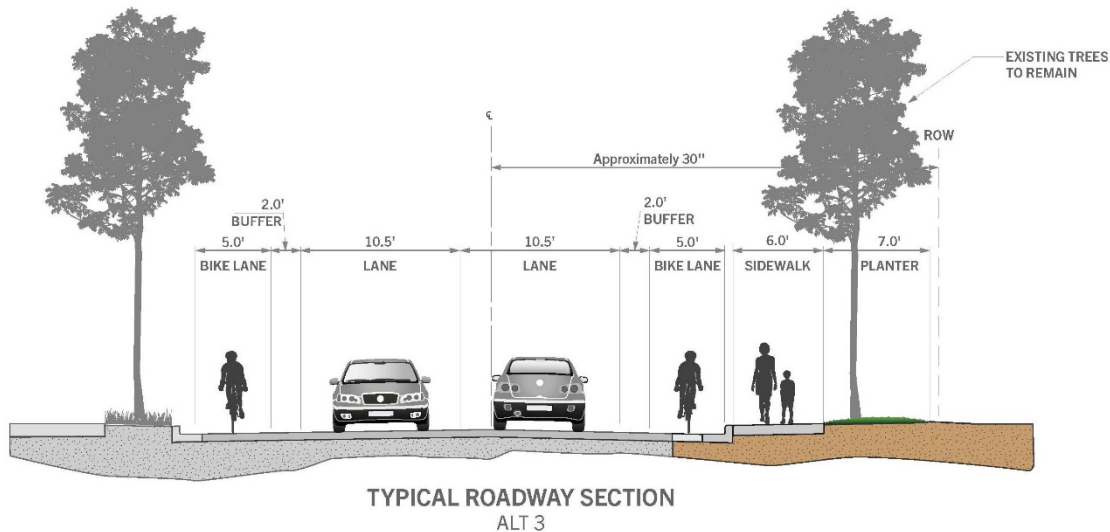
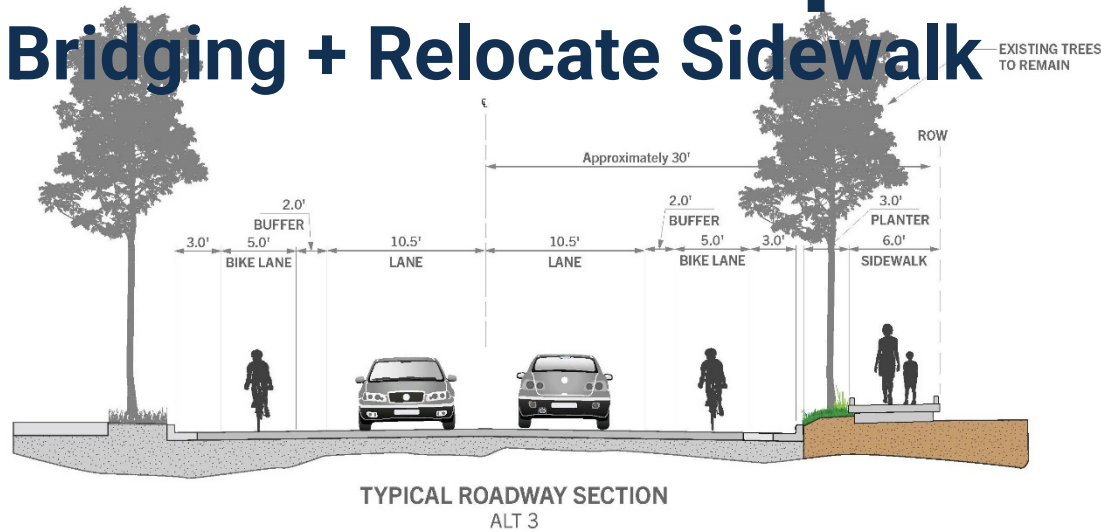
Alternative 2 – Bridge over Roots



Example: 73rd Ave NE, south of NE 182nd ST

61st Ave NE Sidewalk Replacement

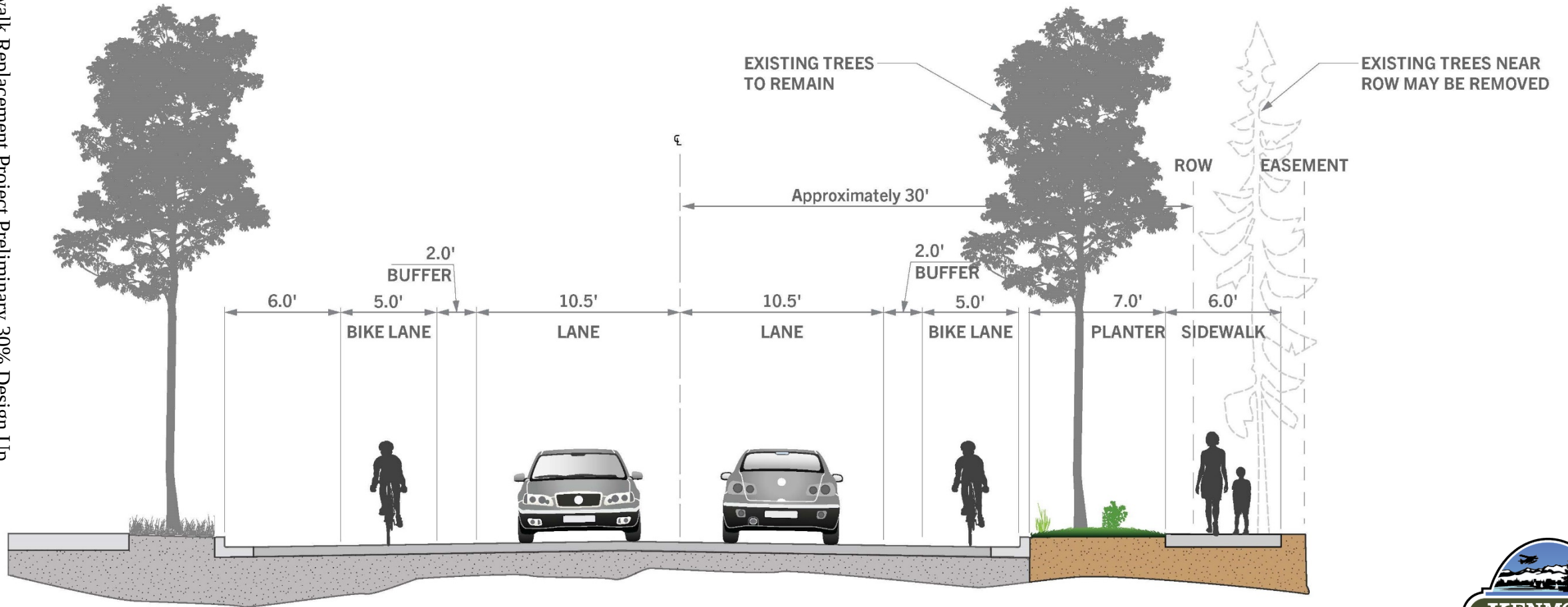
Alternative 3 – Bridging + Relocate Sidewalk



STREET VIEW RENDERING:
NEW CURB AND SIDEWALK CONSTRUCTED
IN EXISTING PARKING AREA

61st Ave NE Sidewalk Replacement

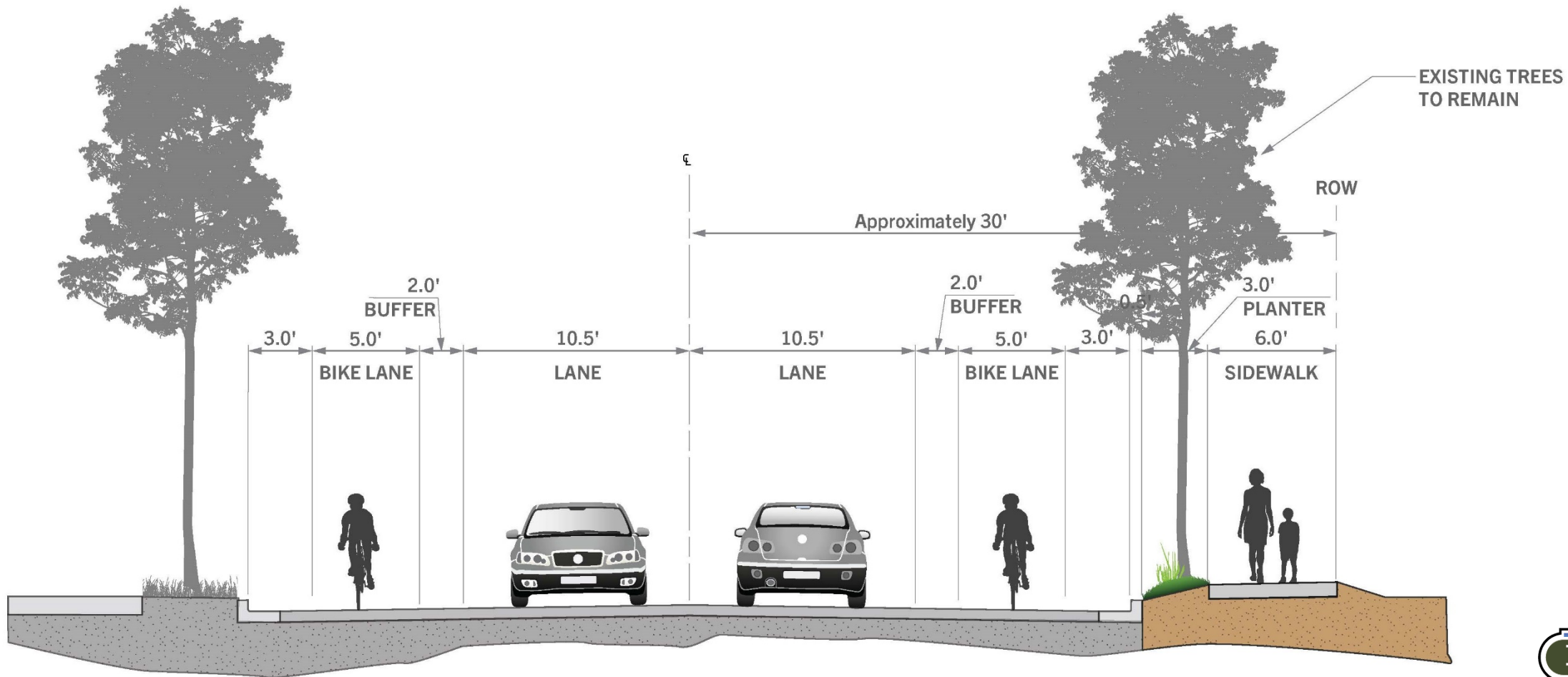
Alternative 4 – Relocate Outside Public Right-of-Way



TYPICAL ROADWAY SECTION
ALT 4

61st Ave NE Sidewalk Replacement

Alternative 5 – Fill over Roots



TYPICAL ROADWAY SECTION
ALT 5

61st Ave NE Sidewalk Replacement

Public Outreach

- Social Media Channels
- Kenmore Top 4 Short Format Newsletter
- Kenmore Quarterly Newsletter Summer 2023
 - Mailed to all residents, city-wide distribution
- Online Open House (August 6 – September 5, 2023)
 - Total visits: 444
 - Online survey with 119 responses



61st Ave NE Sidewalk Replacement

Public Outreach Takeaways

- Mixed results:
 - Alternative 1 received the most votes of any alternative, but Alternatives 2 – 5 (which have a preserve the street trees component) made up over 50% of survey respondents;
 - Residents along corridor roughly split on importance of preserving the existing street trees (48% preserve trees; 52% remove and replace trees); Citywide 45% preserve trees, 55% remove and replace trees.
- Vegetated buffers between sidewalk and street were generally preferred.
- Over 50% of residents along corridor did not support right-of-way acquisition for sidewalk.



CITY OF KENMORE City Manager's Office

Business Registration Program Update

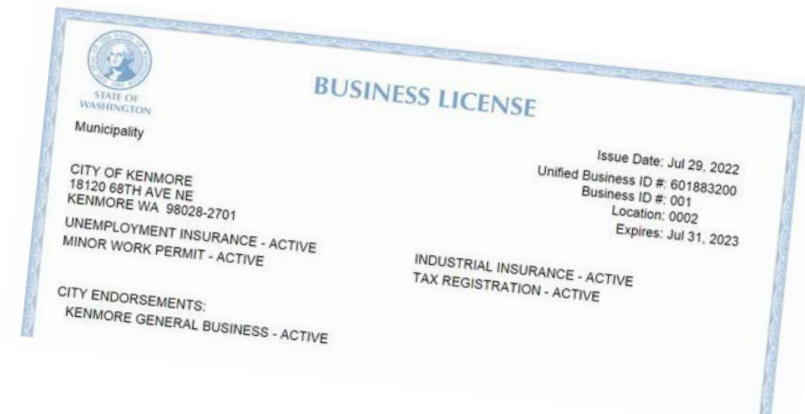
June 10, 2024

Presented by:
Stephanie Lucash, Deputy City Manager
Teresa McAllister, Administrative Specialist



Goals for the Business Registration Program

- Better understand the Kenmore business community
 - How many businesses are in the City of Kenmore?
 - How many businesses are home-based vs. brick and mortar?
 - How many non-resident businesses operate in Kenmore?
- Connect with, listen to, and support our local businesses
 - Share information about grant and other opportunities
- Collaborate with the Kenmore Business Alliance on plan for using the city's business registration revenue



Our Partnership with Local Businesses

- Kenmore Business Alliance
- Bothell Kenmore Chamber of Commerce
- Annual KBA strategic planning session to decide how to spend business registration program funds to support local businesses
 - Transparency around this revenue
 - Involve KBA members in decisions about how to spend these dollars
 - KBA members make program suggestions and vote on ideas
 - Have fun and connect with each other
- New Business Directory and Kiosk
- Commit to annual KBA presentation on business registration program
- Support and promote local businesses and events like this year's Oktoberfest



Kenmore Business Registration Overview

- As of January 2024, [Kenmore Municipal Code 5.105](#) requires registration for:
 - All businesses located in Kenmore, including non-profits and home-based businesses
 - All non-resident businesses doing business in Kenmore
- Registration via Department of Revenue's Business Licensing Service (DOR-BLS)
- No fee registration for businesses with gross annual income at or below \$12,000
(*small DOR-BLS fee may apply*)
- Minors, schools and universities, churches, farmers selling own products, and government agencies are exempt from registration



Business Registration Fee Schedule

Type of Registration	City Fee	City Fee
	<i>Reported or Estimated Annual Income equal to or less than \$12,000</i>	<i>Reported or Estimated Annual Income greater than \$12,000</i>
General and Home Occupation	\$0	\$10
Non-profit	\$0	\$0
Non-resident	\$0	\$10

Note: Department of Revenue Business Licensing Service charges an additional administrative fee of \$5 to \$50 depending on whether it is a renewal, existing initial, new or re-opened account.



Number and Type of Registrations

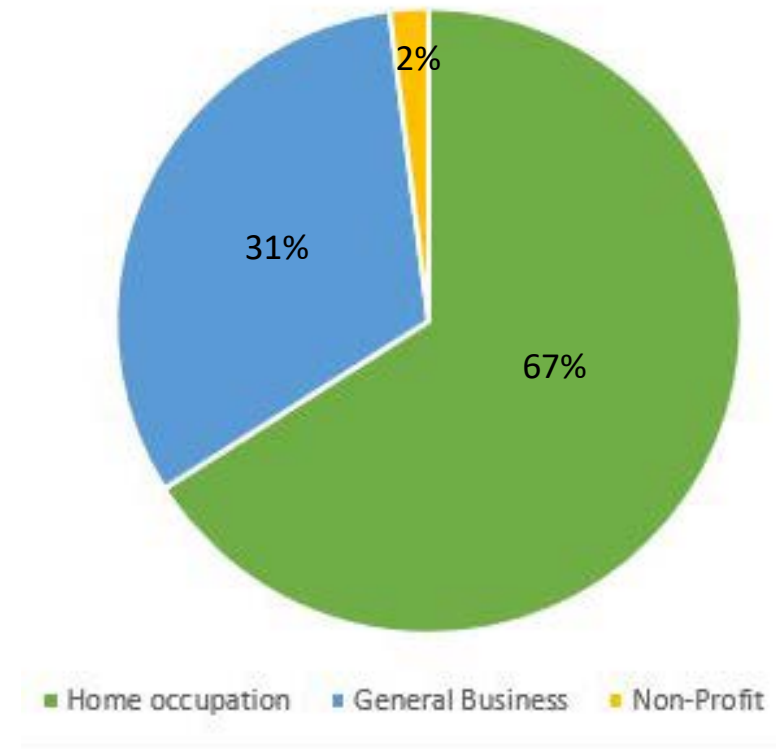
Number of Registered Businesses as of May 31, 2024

	May 2024	May 2023
Total # registered	1,660	1,172
<i>Kenmore businesses</i>	<i>1,263</i>	<i>1,172</i>
<i>Non-resident businesses</i>	<i>397</i>	<i>0</i>

Kenmore business registrations by endorsement type

- 67% Home occupation endorsements
- 31% General business endorsements
- 2% Non-profit business endorsements
- Trends are consistent

Business Registration by Type



41% of Businesses Self-Report Revenue Below \$12,000

Number of Businesses Self-Reporting Gross Annual Income Above/Below Threshold in May 2024

\$12,000 or less Fee = \$0	More than \$12,000 Fee = \$10	Reported \$0
<u>688</u> 209 NR 479 Kenmore	<u>972</u> 188 NR 784 Kenmore	<u>312</u> 138 NR 229 Kenmore



Revenue as of May 2024

- Total revenue as of May 31 is \$4,666
- Projected 2024 collection of \$11,000-\$12,000
- The DOR system shows over 300 Kenmore businesses without a city business registration
 - Compliance auditing is a body of work
 - Staff capacity is limited
- We will need a full year of renewals by month to see the full revenue picture
- City registration revenue is used to support and promote local businesses

Revenue to Date (as of 5/31/2024)

Type of License	Amount
General	\$1,605
Home Based	\$2,361
Non-Resident	\$700
Total 2024:	\$4,666



Top Business Sectors as of May 2024

- Administrative Management and General Management Consulting Services (70)
- New Single-Family Housing Construction (61)
- All Other Miscellaneous Retailers - arts & crafts sales; collector's items; manufacturer; marijuana sales; municipal services (46)
- Residential Remodelers (42)
- Independent Artists, Writers, and Performers (32)
- Janitorial Services (32)
- All Other General Merchandise Retailers (29)
- Custom Computer Programming Services (28)
- All Other Personal Services - concession operators; wedding planning; personal fitness services (26)
- Other Accounting Services (25)
- Offices of All Other Miscellaneous Health Practitioners (25)
- Marketing Consulting Services (23)
- Lessors of Residential Buildings and Dwellings (22)
- Landscaping Services (22)
- Assisted Living Facilities for the Elderly (21)



Thank You and Questions

Business Registration Team

Stephanie Lucash, Deputy City Manager
Teresa McAllister, Administrative Specialist



CITY OF KENMORE
City Manager's Office

Special Projects Program Updates

June 10, 2024



American Rescue Plan Act Recap

- June 2021: Kenmore received \$6.4 Million from federal government for pandemic recovery and hired Stephanie Lucash to oversee program
- October and November 2021: Listening sessions held with business owners and public to devise programs
- December 2021 to March 2022: Balancing Act Tool provided an interactive and engaging way for community members to rank project ideas and share pandemic recovery priorities
- August 2022: Two ARPA positions established to oversee projects
- 2022: Revenue Replacement Option introduced by U.S. Treasury to simplify reporting
- January 9, 2024: Ordinance 23-0601 adopted to choose Revenue Replacement and to expend balance of ARPA dollars on general government services



Previously Authorized Programs

- Kenmore Cares Direct Cash Assistance (\$1 million)
- Homelessness Response Pilot Program (\$68,000)
- Human Services Funding (\$250,000)
- Catch-Up Learning and Childcare Support (\$100,000)
- Business Assistance (\$250,000)
 - Urgent Business Assistance in 2022 (\$65,000)
 - Pandemic Recovery Assistance in 2023 (\$185,000)



Kenmore Cares Direct Cash Assistance *(\$1 million)*

Prioritized households negatively impacted by the COVID-19 pandemic and partnered with the Northshore Schools Foundation to provide one-time cash assistance to households making 50% or less of area median income (AMI).

- Amount of assistance: \$2,000 per head of household + \$250 for each additional member of household
- Number of households served: 412
- Number of individuals served: 789



Homelessness Response Pilot Program (\$68,000)

- Contracted with Lake City Partners
- Outreach Specialists Started in March
- Camp United We Stand
- Community Court
- Kenmore Library
- Bimonthly Reports Show Engagement Levels Have Fluctuated
- Two Chronically Homeless Clients (at least) into Housing
- Contract extended through end of 2024



Human Services (\$250,000)

- Center for Human Services (CHS)
 - School-based Counseling
 - Available to Students & Families
 - Services include:
 - Outreach with student body
 - Collaboration with faculty
 - Family Counseling
 - Mental Health Assessments
 - Case Management
- Mental Health First Aid Kits
- Mental Health First Aid Training



Center for Human Services

Building a stronger community...one family at a time



Catch-Up Learning (\$100,000)

Cascadia College providing services:

- One Wednesday/mo. through 2024-2025 school year
- 2-week Summer Academy summer 2024 and 2025
- Up to 100 Kenmore high school students
- Includes mentoring 1x/month
- Option to earn 3 college credits in Summer Academy



Business Assistance (\$250,000)

- Urgent Business Assistance grants in 2022
 - \$65,000 for 6 brick-and-mortar businesses
- Pandemic Recovery Grants in 2023
 - 39 Business owners/Nonprofit leaders Interviewed
 - 25 Grants awarded
 - All documentation reviewed by Finance Director
 - Award amounts proportional to harm experienced, per Final Rule
 - \$185,000 total awarded to 21 businesses and 4 nonprofits
 - Application review team included DEIA Committee Chair

**Pandemic Recovery
(ARPA) Grants
for Kenmore
Small Businesses
and Non-Profits**



Funding & Expenditure Recap

Of the \$6.4 million in original funding:

- \$1,900,000 completed/previously allocated
- \$2,400,000 reimburse General Fund for Holt Property Purchase
- \$2,100,000 allocated to future projects



Future Programming

Staff continues to reflect on themes generated during broad pandemic recovery community engagement in 2021 and 2022. Future funding ideas will be presented later this year concurrent with the upcoming budget process.



For comments and questions:

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Management Analyst/ARPA

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